

PEACE RIVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE MEETING
A G E N D A

for the meeting to be held on Wednesday, February 17, 2016 in the
Regional District Office Boardroom 1981 Alaska Avenue,
Dawson Creek, BC, commencing at 10 a.m.

1. Call to Order:
2. Director's Notice of New Business:
3. Adoption of Agenda:
4. Adoption of Minutes:
M-1 Regional Parks Committee Meeting Minutes of August 25, 2015.
5. Business Arising from the Minutes:
6. Delegations:
7. Correspondence:
C-1 February 8, 2016 - Dan Webster, Vice President, Blizzard Bicycle Club, - Cactus Trails - Mountain Bike Trail Expression of Interest.
C-2 September 24, 2015 - Jolene Knipple - Concerns regarding Blackfoot Park
C-3 November 17, 2015 - Siobhan Jackson, Environmental Program Delivery Manager - BC Hydro Site C - Peace River Community Recreation Site Fund
8. Reports:
R-1 February 11, 2016 - Bryna Casey, Parks and Rural Recreation Coordinator - 2015 Regional Parks Budget
R-2 February 11, 2016 - Bryna Casey, Parks and Rural Recreation Coordinator - 2016 Recreational Trails Grants-in-Aid Applications
R-3 February 11, 2016 - Bryna Casey, Parks and Rural Recreation Coordinator - Halfmoon Lake Basin Lands Protected Area
R-4 February 11, 2016 - Trish Morgan, General Manager of Community and Electoral Area Services - Charlie Lake Boat Launch option to provide grant to the City of Fort St. John
R-5 February 11, 2016 - Bryna Casey, Parks and Rural Recreation Coordinator - Staff vs. Contracted Worker for Regional Parks Maintenance
9. New Business:
10. Adjournment:



**PEACE RIVER REGIONAL DISTRICT
REGIONAL PARKS COMMITTEE
MEETING MINUTES**

M-1

DATE: August 25, 2015

PLACE: Regional District Office Boardroom, Dawson Creek, BC

PRESENT: Directors
Director Dan Rose, Meeting Chair
Director William Plowright
Director Don McPherson

Staff
Trish Morgan, Manager of Community Services
Jill Rickert, Community Services Coordinator
Barb Coburn, Recording Secretary

ABSENT: Director Rob Fraser

CALL TO ORDER: The Chair called the meeting to order at 1:10 p.m.

NOTICE OF NEW BUSINESS:
Director Rose Establishing a campground on Williston Lake

ADOPTION OF THE AGENDA:

MOVED by Director McPherson, SECONDED by Director Plowright,
That the Regional Parks Committee agenda for the August 25, 2015 meeting including additional
items, be adopted.
Call to Order:
Director's Notice of New Business:
Adoption of the Agenda:
Adoption of Minutes:
M-1 Regional Parks Committee Meeting Minutes of June 11, 2015
Business Arising from the Minutes:
Delegations:
Correspondence:
Reports:
R-1 August 18, 2015 - Trish Morgan, General Manager of Community and Electoral Area Services - Cactus
Trails License of Occupation.
R-2 August 19, 2015 - Trish Morgan, General Manager of Community and Electoral Area Services -
Recreational Trails Grants-in-Aid Policy Amendment.
R-3 August 20, 2015 - Jill Rickert, Community Services Coordinator - Moose ATV Project Amendment - 2014
Recreational Trails Grants-in-Aid (more information to be distributed at the meeting)
New Business:
NB-1 Establish a campground on Williston Lake
Adjournment:

CARRIED.

MINUTES:

M-1
Meeting Minutes from
March 12, 2015
MOVED by Director Plowright, SECONDED by Director McPherson,
That the Regional Parks Committee Meeting Minutes of June 11, 2015 be adopted.

CARRIED.

REPORTS:

- R-1
Cactus Trails License of Occupation
- MOVED by Director Plowright, SECONDED by Director McPherson,
That the Regional Parks Committee recommends to the Regional Board that
1. the Regional District enter into a 15-year Licence of Occupation with the BC Finance Transportation Authority for the purpose of providing public recreation in the area known as the Cactus Trails and that the Chair and Chief Administrative Officer be authorized to sign the agreement; and
 2. upon execution of the Licence of Occupation for the Cactus Trails, staff be authorized to develop a sub-lease for the Board's consideration that will provide for the Blizzard Bike Club to operate and maintain the trails and property on behalf of the Regional District.

CARRIED.

- R-2
Recreational Trails GIA Policy Amendments
- MOVED by Director McPherson, SECONDED by Director Plowright,
That the Regional Parks Committee recommends to the Regional Board that the amendments to the Recreational Trails Grants-in-Aid Policy be adopted as presented.

CARRIED.

- R-3
Moose ATV Project Amendment
- MOVED by Director Plowright, SECONDED by Director McPherson,
That the Regional Parks Committee recommends that, subject to the receipt of a copy of the agreement between Big Bam Ski Club and the Moose ATV Club, the Regional Board approve the Moose ATV Club's amendment of their 2014 Recreational Trails Grants-in-Aid project to change the location of the Mud Creek Recreation Trails staging area to a new location on a section of land owned by Big Bam Ski Club.

CARRIED.

NEW BUSINESS:

- NB-1
Campground on Williston Lake
- MOVED by Director McPherson, SECONDED by Director Plowright,
That the Regional Parks Committee recommends to the Regional Board that staff investigate the feasibility of establishing a regional campground along Williston Lake, and that staff work with BC Hydro to determine access, permission and a suitable location for an easily-accessed campground.

CARRIED.

- ADJOURNMENT
- MOVED by Director Plowright, SECONDED by Director McPherson,
that the meeting adjourn.

CARRIED.

The meeting adjourned at 1:45 p.m.

Director Rose, Chair

Barb Coburn
Recording Secretary



Blizzard Bicycle Club
www.blizzardbikeclub.com
10109 95 Ave,
Fort St John, BC V1J 1H9

C-1

February 8, 2016

Peace River Regional District

PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8

Attention: Trish Morgan, Manager of Community Services

Direct: 250-784-3218

Trish.Morgan@prrd.bc.ca

Cactus Trails - Mountain Bike Trail Expression of Interest

Dear Mrs. Morgan,

On behalf of the Blizzard Bicycle Club (BBC) we would like to thank you for all of your help in moving forward the Cactus Trail development. Last fall we had a meeting with yourself and the landowner, Colin Kopes and a number of concerns were raised by he and his wife. While we agree with the PRRD that their concerns could be addressed in the long run, many of them seemed to centre around other users of the trail system. To adequately address these concerns it would likely be necessary to work fencing and additional liability insurance into the plans if the trails were to remain multi-user. All in all while mistakes were made in the creation of the trails there is definitely hope that a long term trail system could be maintained at this location, if the landowner's concerns could be addressed. Following this meeting the Blizzard Bike Club suspended all use, maintenance and activities on the private land portion of the trail, conducting a clean up and installing "No Trespassing" signs at each point of entry of the trail system to the private land.

At our next regular monthly meeting following this, we discussed whether the BBC wanted to continue to move the trails forward given the concerns, the corrective actions necessary and the potential liability of managing a multi use trail where other users had already raised concerns beyond our control. The BBC voted to remove our request to the PRRD to sub-lease the trails through the regional district. Discussion with the club executive did however identify that the BBC would be interested in joining or partnering with a stand alone 'Cactus Trails Group' that would ideally be comprised of a variety of user groups in order to better share the liability and responsibility of managing the trails.

Thank you for all of your time spent in this matter and we hope that we will be able to renew this trail development under the umbrella of a larger representative interest group. If there are any questions, please feel free to contact the undersigned via email at: dwebster@eco-web.ca or blizzardbikeclubfsj@gmail.com.

Sincerely,

Prepared by:

Dan Webster
Vice President

Reviewed by:

Kevin Shaw
President

February 17, 2016

From: Karen Goodings [mailto:kgooding@pris.bc.ca]
Sent: November-17-15 12:58 PM
To: Trish Morgan <Trish.Morgan@prrd.bc.ca>
Subject: FW: Message from answering service - Parks Complaint

Maybe this should be on the parks agenda?

From: Chris Cvik [mailto:Chris.Cvik@prrd.bc.ca]
Sent: September-24-15 10:08 AM
To: Director Karen Goodings
Subject: Fwd: Message from answering service

Fyi

----- Original message -----

From: Fran Haughian <Fran.Haughian@prrd.bc.ca>
Date: 09-24-2015 9:15 AM (GMT-08:00)
To: Trish Morgan <Trish.Morgan@prrd.bc.ca>, Chris Cvik <Chris.Cvik@prrd.bc.ca>, Director Karen Goodings <karen.goodings@prrd.bc.ca>, Director Leonard Hiebert <leonard.hiebert@prrd.bc.ca>
Cc: Shannon Anderson <Shannon.Anderson@prrd.bc.ca>
Subject: FW: Message from answering service

Good morning, I spoke with Jolene today and she would like me to forward her concerns. She said it was ok to call her if you want, but will be at the Clearview and possibly the Doe River meetings.

Concerns about Blackfoot park:

- It should have an onsite park attendant or at least patrolled regularly.
- Water left running on site is upsetting.
- Quads are a huge problem- kids running them and adults going where ever they please.
- Unsupervised children at the river side.
- The toilet being blown up.

From: Reception DC
Sent: Thursday, September 24, 2015 8:32 AM
To: Fran Haughian <Fran.Haughian@prrd.bc.ca>
Subject: Message from answering service

Please call Jolene Knipple at 250-781-3664 regarding the time of the meeting at Clearview on Oct 6th
Thanks,

Edda Berthold
Receptionist/Secretary
Direct: 250-784-3200
Reception.dc@prrd.bc.ca

February 17, 2016

Siobhan Jackson
Mitigation Program Delivery Manager
Site C Clean Energy Project, BC Hydro
Phone: (604) 695-5232
Email: Siobhan.jackson@bchydro.com

November 17, 2015

Trish Morgan
General Manager of Community & Electoral Area Services
Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, B.C.
V1G 4H8

Via email Trish.Morgan@prrd.bc.ca

Site C - Peace River Community Recreation Site Fund

Dear Ms. Morgan:

The Site C Clean Energy Project Environmental Assessment Condition No. 40 requires that BC Hydro finalize and implement an Outdoor Recreation Mitigation Plan (ORMP) to mitigate changes in recreational opportunities and loss of existing areas resulting from the Project. In addition to other requirements, the ORMP must:

"provide approximately \$200,000 for a Community Recreation Site Fund, of which \$50,000¹ is specifically for development of sites on the south bank, to support development of new shoreline recreation areas within the Peace River and its tributaries to the Alberta border", including the Site C Reservoir.

While BC Hydro is prepared to manage the fund directly, we would also like to understand if the Peace River Regional District is interested in taking on the management of the Community Recreation Site Fund to support alignment and coordination with similar PRRD recreational grant programs (e.g. Recreational Trails Grants and the Recreational & Cultural Grants-in-Aid).

EAC Condition No. 40 requires BC Hydro to submit a final Outdoor Recreation Mitigation Plan 18 months after the commencement of construction, due in January 2017. Therefore the Community Recreation Site Fund is anticipated to start after this timing, in early 2017. BC Hydro proposes that half of the general funds be allocated during the Project construction period with a geographic focus outside the Site C Project area, and the remaining half of the funds during the

¹ The Chetwynd Community Agreement states "BC Hydro will designate \$50,000 from the proposed Community Recreation Site Fund to be used as funding toward development of recreation sites on the south bank between Chetwynd and the reservoir. Community groups, including local governments, would be eligible to apply for funds to develop recreation sites."

first 10 years of Project operations with a focus on the new reservoir. The allocation of \$50,000 to the south bank may be allocated anytime in response to suitable proposals.

Also in accordance with EAC Condition No. 40 BC Hydro will "fund the development of a BC Peace River / Site C Reservoir Navigation and Recreation Opportunities Plan". BC Hydro would be open to PRRD playing a lead role in this planning process, given their current role for regional recreation planning. BC Hydro intends to fund this Plan during the early years of reservoir operations, to enable incorporation of observed reservoir conditions. BC Hydro anticipates that the planning process would include local and provincial government entities, local Aboriginal groups and recreation and boating interest groups. The Plan could include a shortlist of recommended Site C Reservoir recreation site options on which Peace River Community Recreation Site funding applications could be based.

BC Hydro has, for discussion purposes, attached a conceptual program outline for the Community Recreation Site Fund to provide a starting point for PRRD's consideration of this partnership opportunity. I understand this proposal will be considered by the PRRD Regional Parks Committee followed by the Board of Directors, to assess the PRRD's interest in participating in the Community Recreation Site Fund, and potentially at a later date the Navigation and Recreation Opportunities Plan.

If you have any questions please do not hesitate to contact me at 604-695-5232.

Yours truly,



Siobhan Jackson
Environmental Program Delivery Manager
Site C Clean Energy Project

CC:

Erin Harlos, Site C, BC Hydro (erin.harlos@bchydro.com)

Chris Cvik, PRRD, (Chris.Cvik@prrd.bc.ca)

Attachments:

A – Conceptual Program Outline: Community Recreation Site Fund

February 17, 2016

CONCEPTUAL PROGRAM OUTLINE: COMMUNITY RECREATION SITE FUND

The Community Recreation Site funding is proposed as follows:

1. A grant application process will be established, which will include a grant application and review process in accordance with designated eligibility criteria (to be developed).
2. Fifty percent of the funds (\$75,000) will be allocated during the Project construction phase toward recreation sites located outside the Site C Project activity area (e.g. outside the dam site and reservoir area).
3. Fifty percent of the general funds (\$75,000) will be allocated within the first 10 years after reservoir filling, toward recreation sites located along the Site C Reservoir shoreline and allocated after reservoir filling. Site specific proposals may be subject to a technical safety review by BC Hydro taking into account the reservoir impact lines, statutory rights of way, and the results of monitoring of the reservoir shoreline.
4. An additional \$50,000 will be allocated for recreation sites on the south bank, and not necessarily along shoreline areas, and in accordance with the Chetwynd Community Agreement.² This may be allocated anytime based on receipt of one or more suitable proposals.

The grant application process will be established to review applications against set criteria that meet the EAC condition requirements, as well as the intentions set out by BC Hydro in the EIS when the fund was proposed as a mitigation measure.

Draft Community Recreation Site Fund eligibility criteria are as follows:

- Recreation project proposals will be accepted for new, or upgrades to existing, public “undeveloped” shoreline based day-use or overnight recreation sites. Undeveloped sites may include simple infrastructure including outhouses, picnic tables, shelters and rough cleared areas.
- Proposals must include a plan for, and the applicant’s responsibility for the design, permitting and approvals, implementation and maintenance of the site.

² The Chetwynd Community Agreement states “BC Hydro will designate \$50,000 from the proposed Community Recreation Site Fund to be used as funding toward development of recreation sites on the south bank between Chetwynd and the reservoir. Community groups, including local governments, would be eligible to apply for funds to develop recreation sites.”

- Funding will be provided on a one-time basis for the development of new recreation sites, or upgrades to existing sites.
- The following will not be eligible for funding:
 - boat launches
 - commercial developments
 - development on private land
 - installation or operation of permanent electrical or potable water supply
 - ongoing maintenance activities
 - purchase of construction equipment and tools
 - cost incurred prior to formal notification of funding approval

Who Can Apply

Proponents must be based in the PRRD and could include:

- Aboriginal Groups
- Municipal or Regional Government
- Non-profit societies

Project Funding Constraints

The Peace River Community Recreation Site fund provides a grant up to a maximum of \$15K for an individual project and may opt to provide an amount less than requested.

Review Process

The review process will include consideration of the following:

1. Compliance with project eligibility criteria.
2. Technical merit including overall feasibility and practicality
3. Cost vs. benefit (e.g. estimated number of users per year).
4. Value-added criteria including in-kind contributions and/or partnered funding (e.g. dollar ratio of requested Peace River Community Recreation Site funds to other cost covering sources)
5. Overall benefit to the Peace River Community Recreation Site fund objective to enhance shoreline recreation opportunities within the PRRD.



Peace River Regional District REPORT

R-1

To: Regional Parks Committee

Date: February 11, 2016

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: **2015 Regional Parks Budget**

RECOMMENDATION(S):

THAT the Regional Parks Committee accept the 2016 Regional Parks' budget as presented and that it be forwarded to the Board for approval in the 2016 Annual Financial Plan.

BACKGROUND/RATIONALE:

Attached, please find the 2016 budget for the Regional Parks' function. The following is a brief explanation of the projects proposed for 2016.

Blackfoot Park Expansion Design - \$25,000

Blackfoot Park is the most well-known and well used regional park. Concerns have been brought forward regarding vandalism, safety, and misuse of the park. The Regional Parks and Trails Master Plan (Master Plan) recommends improving the park by:

- adding 10 new campsites
- developing a trail within the park
- upgrading the day use/picnic area
- acquiring 3 small parcels of land (Crown Land to the west of the road, beach front area, and a private land parcel with park road access)
- piloting a full time Park Attendant project to address safety, vandalism, and park use concerns

In 2016, staff will engage the services of a consultant to develop a plan to address the recommendations.

As both Montney Centennial Regional Park and Blackfoot Regional Park will require an expansion/feasibility study, staff are looking to tender both projects together to take advantage of the economies of scale.

Montney Centennial Regional Park – Park Development Feasibility Study - \$25,000

This park sits on the edge of Charlie Lake, a lake that has multiple private, Provincial, and municipal parks. From time to time, concerns over how the park is being used have come forward. As recommended in the Master Plan, the services of a consultant would be required to analyze and provide a plan for:

- whether or not there is a need for further development of camping sites (if there is, a plan will be developed to construct new camping sites on the upper bench)
- how the site could be better developed to increase family-friendly usage
- suggestions on ways to improve and identify day use, including parking area
- to suggest improvements for directional signage

Staff Initials:

BCasey

Dept. Head:

J. Morgan

CAO:

Ch. Burk

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February 17, 2016

Minaker River Regional Park – Driveway Assessment and Engineering - \$20,000

Minaker River Regional Park is not easily accessed due to year round deep rutting and annual spring flooding of the Minaker River that deteriorates the long driveway. In 2016 staff will apply to Front Counter BC to obtain a permit for the instream work. Proposed work will increase the integrity of the river bank and access to the park. In order to obtain the permit, an engineering study must be completed for submission to FCBC. This park is located on land that has special archaeological significance, so an archaeological assessment may also be required. Staff will apply to the Municipal Insurance Association of British Columbia (MIABC) to partially fund the engineering study required.

Charlie Lake Boat Launch – Boat Launch Repair Grant – To be determined

The City of Fort St. John is asking for a grant to partially fund the cost of replacement of the Charlie Lake boat launch ramp on the southwest edge of the lake.

Marketing & Promotion - \$15,000

The Master Plan recommends annually promoting the regional park system to the public, as it was determined that many residents were unaware of the regional parks. In 2016, staff will encourage the exploration of regional parks by using the theme “find yourself in a regional park this summer.” Staff will develop a scavenger hunt and geocaching caches for children/adults/families to find. The regional parks will be marketed over a variety of mediums – from radio to web banners to regional Visitor’s Guides. A “Welcome to Your Regional Park” brochure and sign will be developed for public use and distribution, outlining the do’s and do not’s of visiting one of the parks. Staff will also coordinate the development of a google map on the PRRD “Parks” webpage, providing visitors and residents with easy directions to one of the regional parks. A communications plan will be developed in March.

Bylaw and Policy development: Staff Time

In 2016, Community Services will work on updating existing bylaws and developing policies and guidelines. Some the items that the Master Plan recommends developing or updating include:

- Signage Strategy
- Parks Regulatory Bylaw
- Parkland acquisition and disposition guidelines/policy
- Park classification policy
- Site furnishing guidelines
- Special events guidelines
- Individual park management plans including emergency plans

STRATEGIC PLAN RELEVANCE: The Regional Parks & Trails Master Plan was adopted in July 2014 by the Board.

FINANCIAL CONSIDERATION(S): Please see attached budgets.

COMMUNICATIONS CONSIDERATION(S): None

OTHER CONSIDERATION(S): None

February 17, 2016

Administration & Misc	CODE	2015	2015 YTD	2015 Variance	2016 - without grant to Fort St John
Wages	0	0	5,374	-5,374	65,361
Benefits	0	0	373	-373	23,030
WCB	0	0	68	-68	797
Travel, Training, Conferences & Workshops	210	8,500	1,684	6,816	7,000
Travel in Region - Use of RD vehicles	211	2,100	0	2,100	300
Meals	215	750	101	649	1,000
Mapping	227	3,000	0	3,000	3,000
Communication	230	1,000	0	1,000	1,000
Marketing & Promotions	240	9,000	6,607	2,393	15,000
Insurance	260	3,400	3,382	18	3,500
Trails Support Grant	244	75,000	74,663	337	75,000
Adminstration Fees	261	52,737	52,737	0	33,150
Miscellaneous	299	4,000	549	3,451	4,000
Supplies Shop	361	3,000	1,841	1,159	5,000
Safety/Danger Tree Removal	435	50,000	14,159	35,841	50,000
SUB-TOTAL		212,487	161,538	50,949	287,138

Blackfoot Park	553	2015	2015 YTD	2015 Variance	2016
	Contractor	3,900	4,858	-958	5,000
	Public Works Meals	0	71	-71	200
	Water tankloader & Insurance	1,300	353	947	22,000
	Cleaning supplies	825	36	789	850
	Toilet pumping	1,500	0	1,500	1,500
	BC Hydro	250	220	30	275
	Miscellaneous Supplies & Repairs	1,000	248	752	1,000
	Park Signs	4,500	690	3,810	6,000
	Park Kiosk				2,000
	Fire Rings				500
	Picnic Tables	5,500	2,568	2,932	2,500
	1 New Outhouse - Tops Only	6,000	2,100	3,900	2,500
	Road work and campsite pads	3,975	216	3,759	2,500
	Recycle Bin and Hide-A-Bag	0	0	0	0
	Park Design	50,000	0	50,000	25,000
	SUB-TOTAL	78,750	11,360	67,390	71,825

Minaker River	560	2015	2015 YTD	2015 Variance	2016
	Contractor	15,000	11,050	3,950	15,000
	Public Works Meals	0	29	-29	200
	Supplies	750	96	654	800
	Driveway Assessment & Engineering/Road Work	10,000	5,121	4,879	20,000
	Park Signs	6,500	0	6,500	1,000
	Park Kiosk				2,000
	Fire Rings				500
	Miscellaneous	500	0	500	500
	Picnic Tables	3,000	0	3,000	3,000
	Recycle Bin and Hide-A-Bag	1,500	0	1,500	1,500
	SUB-TOTAL	37,250	16,297	20,953	44,500

February 17, 2016

Montney Park	561	2015	2015 YTD	2015 Variance	2016
Contractor		15,000	11,050	3,950	12,000
Public Works Meals		0	29	-29	200
Insurance		100	30	70	100
BC Hydro		1,500	1,140	360	1,500
Misc. Supplies & Repairs		1,000	0	1,000	500
Fire Rings		500	0	500	500
Toilet Pumping		1,500	1,389	111	1,500
Park Signs		7,000	0	7,000	7,000
Park Kiosk					2,000
Recycle Bin and Hide-A-Bag		2,500	0	2,500	2,500
Picnic table		1,500	2,354	-854	0
Park Development Feasibility Study					25,000
Road Work		3,000	0	3,000	3,000
SUB-TOTAL		33,600	15,992	17,608	55,800

Spencer Tuck	564	2015	2015 YTD	2015 Variance	2016
Contractor		3,400	10,800	-7,400	11,000
Public Works Meals		0	151	-151	200
Insurance		100	40	60	100
Misc. supplies & Repairs		850	1,400	-550	500
Vacuum Pumping Toilets		1,500		1,500	1,500
Recycle Bin		1,000		1,000	1,000
Park Signs		3,500		3,500	3,500
Park Kiosk					2,000
Outhouse Replacement		0		0	0
Boat launch repair		10,000		10,000	10,000
Fire Rings				0	500
SUB-TOTAL		20,350	12,390	7,960	30,300

Swan Lake Weir	565	2015	2015 YTD	2015 Variance	2016
Insurance		1,100	1,048	52	1,100
Permit Fees		1,800	0	1,800	1,800
Swan Lake Planning		0	0	0	0
Aluminum Gates		0		0	0
Misc repairs & Maintenance		3,000	898	2,102	3,000
Maintenance Contract		6,100	6,100	0	6,100
SUB-TOTAL		12,000	8,046	3,954	12,000

Sundance Lake	567	2015	2015 YTD	2015 Variance	2016
Contractor		14,500	11,064	3,436	14,500
Public Works Meals		0	43	-43	200
Insurance		100	27	73	100
Vacuum pumping toilets		750	0	750	750
Misc supplies & repairs		1,500	0	1,500	500
Park Kiosk					2,000
Fire Rings					500
Gravel		0	0	0	0
SUB-TOTAL		16,850	11,134	5,716	18,550

Various RD Park Properties	569	2015	2015 YTD	2015 Variance	2016
Various RD Park Properties		5,000	0	5,000	5,000
SUB-TOTAL		5,000	0	5,000	5,000

February 17, 2016

Reserves & Miscellaneous		2015	2015 YTD	2015 Variance	2016
Transfer to Operating Reserve	600	10,000	0	0	10,000
Transfer to Capital Reserve	603	10,000	0	0	10,000
Transfer to Carbon Reserve	605	10,000	0	0	10
Transfer Interest on Reserve	610	250	0	0	0
SUB-TOTAL		30,250	0	0	20,010
AL Regional Parks Operations & Capital		446,537	236,757	179,530	545,123

Regional Parks Budget 2016 Scenarios

	Option 1	Option 2	Option 3
PRRD Operations & Capital	\$ 545,123	\$ 545,123	\$ 545,123
Charlie Lake Boat Launch Grant to Fort St John	\$ -	\$ 75,000	\$ 150,000
Estimated 2016 Tax Rate	\$ 0.014	\$ 0.018	\$ 0.021
2015 Tax Rate	\$ 0.014	\$ 0.014	\$ 0.014

Cost Based on Improvements Only

\$150,000	\$ 2.10	\$ 2.70	\$ 3.15
\$300,000	\$ 4.20	\$ 5.40	\$ 6.30
\$450,000	\$ 6.30	\$ 8.10	\$ 9.45

Service Fund Category Regional General Operating - 01 Portfolio Staff Requisition Exhibit 9 Parks & Recreation Committee Manager of Community Services **R-1**

				DRAFT				(Used same, 2% inflation, or actual)			
2016	Acct	See		2015	2015	2015	2016	2017	2018	2019	2020
Category	#	Note	Account Name	Budget	Actual	Variance	Budget	Budget	Budget	Budget	Budget
REVENUE											
7180 Regional Parks											
01-1-7180-	110		Requisition - electoral	205,551	205,551	0	324,343	312,549	374,102	261,413	296,812
01-1-7180-	111		Requisition - municipal	98,678	98,678	0	154,329	148,717	178,005	124,385	141,229
01-1-7180-	116	11	Interest on Reserve		296	296		-	-	-	-
01-1-7180-	120		Grants-in-lieu	9,500	29,417	19,917	9,500	9,690	9,884	10,081	10,283
01-1-7180-	155	12	Admin Fees				19,095	19,095	19,095	19,095	19,095
01-1-7180-	157	7	Recovered costs	1,000	1,000		1,000	1,000	1,000	1,000	1,000
01-1-7180-	190		Unappropriated surplus	96,003	96,003		160,991	-	-	-	-
01-1-7180-	192	7	Transfer from Fair Share (D)	25,866		-25,866	25,866				
01-1-7180-	193		Transfer from Rural Loan Fund								
01-1-7180-	194		Transfer from Gas Tax				-				
Total Category Revenue				436,598	430,945	-5,653	695,123	491,052	582,085	415,975	468,419
Tax Rates (based on current year assessments)>>				0.014	Change from LY	0.007	0.021	0.020	0.024	0.017	0.019
Total Amount to Requisition:				304,229	Requisition/Parcel Tax		478,671	461,267	552,107	385,798	438,041
478,671				9,500	Grants		9,500	9,690	9,884	10,081	10,283
Prior Year Requisition:					Borrowing Proceeds						
304,229				25,866	Trsf. From Reserves		25,866				
Change from Prior Year				96,003	Prior Year Surplus		160,991				
174,442				1,000	Other		20,095	20,095	20,095	20,095	20,095
EXPENDITURES											
7180 Regional Parks											
01-2-7180-	200	1	Wages		11,997	11,997	65,361	66,668	68,001	69,361	70,749
01-2-7180-	205	1	Benefits		823	823	23,030	23,491	23,961	24,440	24,929
01-2-7180-	206	1	WCB		151	151	797	813	829	845	862
01-2-7180-	210	8	Travel, Training, Conferences & Worksh	8,500	1,684	-6,816	7,000	7,000	7,000	7,000	7,000
01-2-7180-	211		Travel in Region - Use of RD Vehicle	2,100	2,100		300	300	300	300	300
01-2-7180-	215		Meals	750	101	-649	1,000	1,000	1,020	1,040	1,061
01-2-7180-	227		Mapping	3,000		-3,000	3,000	500	500	500	500
01-2-7180-	230		Communication - telephone & internet	1,000		-1,000	1,000	1,000	1,000	1,000	1,000
01-2-7180-	240	11	Marketing & Promotion	9,000	6,607	-2,393	15,000	11,500	11,500	11,500	11,500
01-2-7180-	244		Trails Support Grant	75,000	74,663	-337	75,000	50,000	50,000	50,000	50,000
01-2-7180-	246		Signage					15,000	2,500	1,500	1,500
01-2-7180-	248		CL Boat Launch (shared with FSJ)				150,000				
01-2-7180-	260		Insurance	3,400	3,382	-18	3,500	3,570	3,641	3,714	3,789
01-2-7180-	261	1	Administration fees	52,737	52,737		33,150	108,150	148,250	73,950	33,150
01-2-7180-	299		Miscellaneous	4,000	549	-3,451	4,000	4,000	4,000	4,000	4,000
01-2-7180-	361		Supplies - shop	3,000	2,197	-803	5,000	5,100	5,202	5,306	5,412
01-2-7180-	390		Capital					55,000	125,000	30,000	120,000
01-2-7180-	435		Safety / Dangerous Tree Removal	50,000	14,159	-35,841	50,000	50,000	50,000	50,000	50,000
01-2-7180-	553	3	Park - Blackfoot	79,050	11,633	-67,417	71,825	23,000	13,600	18,700	13,800
01-2-7180-	560	6	Park - Minaker	37,250	16,297	-20,953	44,500	10,000	10,200	10,404	10,612
01-2-7180-	561	4	Park - Montney	33,600	16,246	-17,354	55,800	10,000	10,200	10,404	10,612
01-2-7180-	564	5	Park - Spencer Tuck (Moberly)	20,350	12,390	-7,960	30,300	8,859	9,070	3,984	9,399
01-2-7180-	565	7	Park - Swan Lake (Weir)	12,000	8,596	-3,404	12,000	14,000	14,158	14,319	14,484
01-2-7180-	567	2	Park - Sundance Lake	16,850	13,346	-3,504	18,550	17,101	17,153	18,706	18,760
01-2-7180-	569		Park - Various RD Park Properties	5,000		-5,000	5,000	5,000	5,000	5,000	5,000
01-2-7180-	600		Transfer to Operating Reserve	10,000	10,000		10,000	10,000	-	-	-
01-2-7180-	603		Transfer to Capital Reserve	10,000	10,000		10,000	10,000	10,000	10,000	10,000
01-2-7180-	605	9	Trsf to "Green" Carbon Reserve	10		-10	10	10	10	10	10
01-2-7180-	610	10	Transfer Interest On Reserve		296	296	-	-	-	-	-
Total Category Expenditures				436,597	269,955	-166,928	695,123	491,052	582,085	415,975	468,419
Surplus (deficit) carry forward					160,991		258,526	Operating Reserve Dec. 31			
					**	Change from LY Budget	59.21%	Maximum \$50,000			

February 17, 2016

Service	Regional	Portfolio	Parks & Recreation Committee	R-1
Fund	General Operating - 01	Staff	Manager of Community Services	
Category	7180 Regional Parks	Requisition Exhibit	9	
		DRAFT	(Used same, 2% inflation, or actual)	

7180 Regional Parks (continued)**Budget Notes:**

- 1 Change from previous years. Now have FT Parks & Recreation Coordinator and that full wage charged to here. Plus Admin Fee is received for 20% of half of the GM of Community and 10% of the Community Services Coordinator (\$22,620). Plus Admin Fee to Recreation for 30% of Coordinator
- 2 Sundance Lake includes: Contractor; PW Meals; Insurance; Vacuum pumping toilets; Misc. supplies & repairs; Park Kiosk; and Fire Rings.
Blackfoot includes: Caretaker; PW Meals; Water Tankloader & Insurance & Potable Water Testing; Cleaning Supplies; Toilet pumping; BC Hydro;
- 3 Misc. Supplies & Repairs; Park Signs; Park Kiosk; Fire Rings; Picnic Tables; 1 new outhouse - top only; Road work and campsite pads; Recycle Bin and Hide-A-Bag; and Park Design.
- 4 Montney includes: Contractor; PW Meals; Insurance; BC Hydro; Misc. Supplies & Repairs; Fire Rings; Toilet Pumping; Park Signs; Park Kiosk; Recycle Bin and Hide-A-Bag; Park Development Feasibility Study; and Road Work.
- 5 Spencer Tuck includes: Contractor; PW Meals; Insurance; Misc. supplies & Repairs; Vacuum Pumping Toilets; Recycle Bin; Park Signs; Park Kiosk; Boat Launch repair; and Fire Rings
- 6 Minaker includes: Contractor; PW Meals; Supplies; Road Work; Park Signs; Park Kiosk; Fire Rings; Miscellaneous; Picnic Tables; and Recycle Bin and Hide-A-Bag
- 7 Swan Lake Weir includes: Insurance; Permit Fees; Misc. Repairs & Maintenance; Maintenance Contract
- 8 Combined Travel, Training, Conferences & Workshops.
- 9 Per requirements have to purchase offset carbon credits to be carbon neutral. This is the amount calculated on the prior year tonnage.
- 10 Accounting requirement to show interest earned on reserves (In/Out) with no tax effect. Recording purposes only - no budget.
- 11 Increased by \$5K for video of parks.
- 12 Admin Fee charged to Regional Recreation for Parks & Recreation Coordinator costs

NOTE: Possible Boat Launch Repairs at Charlie Lake

<u>As of Dec. 31, 2014</u>		<u>Tangible Capital Assets</u>	<u>Original</u>	<u>Accu. Dep.</u>	<u>Net Value</u>	<u>No Debenture</u>
Fund 48		Buildings	1,136,540	1,014,148	122,392	
		Parks	278,893	219,524	59,369	
		Land	4		4	
		Total	1,415,437	1,233,672	181,765	
		Annual Depreciation Expense	38,256	Equity	220,021	
						Capital Reserve Balance Dec. 31 30,460

EXHIBIT 9

Regional Parks

Category

[1-7180](#)

R-1

Basis of Apportionment:

Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations:

\$ 0.066 per \$1,000 taxable value

SLP 26, LGA 799.1 (2)(a)

Max. Product \$ 967,070

DRAFT	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	16,014	0.021	76,281,894	3.35%	(28)	15,986
Dawson Creek	36,991	0.021	176,205,717	7.73%	2	36,993
Hudson's Hope	7,090	0.021	33,773,812	1.48%	(44)	7,046
Fort St. John	74,029	0.021	352,634,377	15.47%	2	74,031
Taylor	7,385	0.021	35,179,831	1.54%	(8)	7,377
Pouce Coupe	1,646	0.021	7,841,993	0.34%	(4)	1,642
Chetwynd	11,249	0.021	53,585,513	2.35%	4	11,254
Area B	153,011	0.021	728,864,606	31.97%	(45)	152,965
Area C	36,743	0.021	175,023,072	7.68%	(0)	36,743
Area D	77,930	0.021	371,219,602	16.28%	231	78,161
Area E	56,584	0.021	269,535,079	11.82%	(110)	56,473
<i>See Area E Jurisdiction Split Below</i>						
Total	478,671	0.021	2,280,145,496	100.00%	(0)	478,671

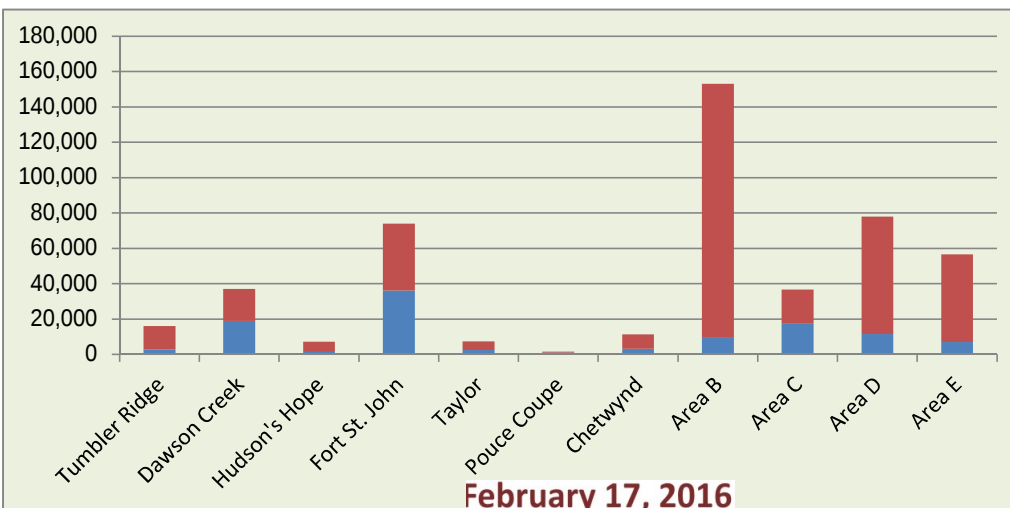
Area E - Jurisdiction 759	55,871	266,139,895	98.74%	(109)	55,762
Area E - Jurisdiction 760	713	3,395,183	1.26%	(1)	711
	56,584	269,535,078	100%	(110)	56,473

Municipal Requisition:	154,329
Electoral Area Requisition:	324,343
Total Requisition:	478,671

After Prior Year Adj

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	304,229	57.3%	174,442
Assessment	2,136,589,580	6.7%	143,555,916
Tax Rate	0.014	47.4%	0.007

Class 1 - Residential Total All Other Classes



Service Fund Category Regional General Operating - 01 Portfolio Staff Requisition Exhibit 9 Parks & Recreation Committee Manager of Community Services

R-1

				DRAFT				(Used same, 2% inflation, or actual)			
2016	Acct	See		2015	2015	2015	2016	2017	2018	2019	2020
Category	#	Note	Account Name	Budget	Actual	Variance	Budget	Budget	Budget	Budget	Budget
REVENUE											
7180 Regional Parks											
01-1-7180-	110		Requisition - electoral	205,551	205,551	0	222,728	312,583	374,141	261,440	296,843
01-1-7180-	111		Requisition - municipal	98,678	98,678	0	105,943	148,684	177,965	124,358	141,197
01-1-7180-	116	11	Interest on Reserve		296	296		-	-	-	-
01-1-7180-	120		Grants-in-lieu	9,500	29,417	19,917	9,500	9,690	9,884	10,081	10,283
01-1-7180-	155	12	Admin Fees				19,095	19,095	19,095	19,095	19,095
01-1-7180-	157	7	Recovered costs	1,000	1,000		1,000	1,000	1,000	1,000	1,000
01-1-7180-	190		Unappropriated surplus	96,003	96,003		160,991	-	-	-	-
01-1-7180-	192	7	Transfer from Fair Share (D)	25,866		-25,866	25,866				
01-1-7180-	193		Transfer from Rural Loan Fund								
01-1-7180-	194		Transfer from Gas Tax				-				
Total Category Revenue				436,598	430,945	-5,653	545,123	491,052	582,085	415,975	468,419
Tax Rates (based on current year assessments)>>				0.014	Change from LY	0.000	0.014	0.020	0.024	0.017	0.019
Total Amount to Requisition:				304,229	Requisition/Parcel Tax		328,671	461,267	552,107	385,798	438,041
328,671				9,500	Grants		9,500	9,690	9,884	10,081	10,283
Prior Year Requisition:					Borrowing Proceeds						
304,229				25,866	Trsf. From Reserves		25,866				
Change from Prior Year				96,003	Prior Year Surplus		160,991				
24,442				1,000	Other		20,095	20,095	20,095	20,095	20,095
EXPENDITURES											
7180 Regional Parks											
01-2-7180-	200	1	Wages		11,997	11,997	65,361	66,668	68,001	69,361	70,749
01-2-7180-	205	1	Benefits		823	823	23,030	23,491	23,961	24,440	24,929
01-2-7180-	206	1	WCB		151	151	797	813	829	845	862
01-2-7180-	210	8	Travel, Training, Conferences & Worksh	8,500	1,684	-6,816	7,000	7,000	7,000	7,000	7,000
01-2-7180-	211		Travel in Region - Use of RD Vehicle	2,100	2,100		300	300	300	300	300
01-2-7180-	215		Meals	750	101	-649	1,000	1,000	1,020	1,040	1,061
01-2-7180-	227		Mapping	3,000		-3,000	3,000	500	500	500	500
01-2-7180-	230		Communication - telephone & internet	1,000		-1,000	1,000	1,000	1,000	1,000	1,000
01-2-7180-	240	11	Marketing & Promotion	9,000	6,607	-2,393	15,000	11,500	11,500	11,500	11,500
01-2-7180-	244		Trails Support Grant	75,000	74,663	-337	75,000	50,000	50,000	50,000	50,000
01-2-7180-	246		Signage					15,000	2,500	1,500	1,500
01-2-7180-	248		CL Boat Launch (shared with FSJ)								
01-2-7180-	260		Insurance	3,400	3,382	-18	3,500	3,570	3,641	3,714	3,789
01-2-7180-	261	1	Administration fees	52,737	52,737		33,150	108,150	148,250	73,950	33,150
01-2-7180-	299		Miscellaneous	4,000	549	-3,451	4,000	4,000	4,000	4,000	4,000
01-2-7180-	361		Supplies - shop	3,000	2,197	-803	5,000	5,100	5,202	5,306	5,412
01-2-7180-	390		Capital					55,000	125,000	30,000	120,000
01-2-7180-	435		Safety / Dangerous Tree Removal	50,000	14,159	-35,841	50,000	50,000	50,000	50,000	50,000
01-2-7180-	553	3	Park - Blackfoot	79,050	11,633	-67,417	71,825	23,000	13,600	18,700	13,800
01-2-7180-	560	6	Park - Minaker	37,250	16,297	-20,953	44,500	10,000	10,200	10,404	10,612
01-2-7180-	561	4	Park - Montney	33,600	16,246	-17,354	55,800	10,000	10,200	10,404	10,612
01-2-7180-	564	5	Park - Spencer Tuck (Moberly)	20,350	12,390	-7,960	30,300	8,859	9,070	3,984	9,399
01-2-7180-	565	7	Park - Swan Lake (Weir)	12,000	8,596	-3,404	12,000	14,000	14,158	14,319	14,484
01-2-7180-	567	2	Park - Sundance Lake	16,850	13,346	-3,504	18,550	17,101	17,153	18,706	18,760
01-2-7180-	569		Park - Various RD Park Properties	5,000		-5,000	5,000	5,000	5,000	5,000	5,000
01-2-7180-	600		Transfer to Operating Reserve	10,000	10,000		10,000	10,000	-	-	-
01-2-7180-	603		Transfer to Capital Reserve	10,000	10,000		10,000	10,000	10,000	10,000	10,000
01-2-7180-	605	9	Trsf to "Green" Carbon Reserve	10		-10	10	10	10	10	10
01-2-7180-	610	10	Transfer Interest On Reserve		296	296	-	-	-	-	-
Total Category Expenditures				436,597	269,955	-166,928	545,123	491,052	582,085	415,975	468,419
Surplus (deficit) carry forward					160,991		108,526	Operating Reserve Dec. 31			
					**	Change from LY Budget	24.86%	Maximum \$50,000			

February 17, 2016

Service	Regional	Portfolio	Parks & Recreation Committee	R-1
Fund	General Operating - 01	Staff	Manager of Community Services	
Category	7180 Regional Parks	Requisition Exhibit	9	
		DRAFT	(Used same, 2% inflation, or actual)	

7180 Regional Parks (continued)**Budget Notes:**

- 1 Change from previous years. Now have FT Parks & Recreation Coordinator and that full wage charged to here. Plus Admin Fee is received for 20% of half of the GM of Community and 10% of the Community Services Coordinator (\$22,620). Plus Admin Fee to Recreation for 30% of Coordinator
- 2 Sundance Lake includes: Contractor; PW Meals; Insurance; Vacuum pumping toilets; Misc. supplies & repairs; Park Kiosk; and Fire Rings.
Blackfoot includes: Caretaker; PW Meals; Water Tankloader & Insurance & Potable Water Testing; Cleaning Supplies; Toilet pumping; BC Hydro;
- 3 Misc. Supplies & Repairs; Park Signs; Park Kiosk; Fire Rings; Picnic Tables; 1 new outhouse - top only; Road work and campsite pads; Recycle Bin and Hide-A-Bag; and Park Design.
- 4 Montney includes: Contractor; PW Meals; Insurance; BC Hydro; Misc. Supplies & Repairs; Fire Rings; Toilet Pumping; Park Signs; Park Kiosk; Recycle Bin and Hide-A-Bag; Park Development Feasibility Study; and Road Work.
- 5 Spencer Tuck includes: Contractor; PW Meals; Insurance; Misc. supplies & Repairs; Vacuum Pumping Toilets; Recycle Bin; Park Signs; Park Kiosk; Boat Launch repair; and Fire Rings
- 6 Minaker includes: Contractor; PW Meals; Supplies; Road Work; Park Signs; Park Kiosk; Fire Rings; Miscellaneous; Picnic Tables; and Recycle Bin and Hide-A-Bag
- 7 Swan Lake Weir includes: Insurance; Permit Fees; Misc. Repairs & Maintenance; Maintenance Contract
- 8 Combined Travel, Training, Conferences & Workshops.
- 9 Per requirements have to purchase offset carbon credits to be carbon neutral. This is the amount calculated on the prior year tonnage.
- 10 Accounting requirement to show interest earned on reserves (In/Out) with no tax effect. Recording purposes only - no budget.
- 11 Increased by \$5K for video of parks.
- 12 Admin Fee charged to Regional Recreation for Parks & Recreation Coordinator costs

NOTE: Possible Boat Launch Repairs at Charlie Lake

As of Dec. 31, 2014		Tangible Capital Assets			No Debenture	
			Original	Accu. Dep.	Net Value	
Fund	48	Buildings	1,136,540	1,014,148	122,392	
		Parks	278,893	219,524	59,369	
		Land	4		4	
		Total	1,415,437	1,233,672	181,765	
		Annual Depreciation Expense	38,256	Equity	220,021	
						Capital Reserve Balance Dec. 31
						30,460

February 17, 2016

EXHIBIT 9

R-1

Regional Parks

Category

[1-7180](#)

Basis of Apportionment:

Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations:

\$ 0.066 per \$1,000 taxable value

SLP 26, LGA 799.1 (2)(a)

Max. Product \$ 967,070

DRAFT	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	10,996	0.014	76,281,894	3.35%	(28)	10,968
Dawson Creek	25,399	0.014	176,205,717	7.73%	2	25,401
Hudson's Hope	4,868	0.014	33,773,812	1.48%	(44)	4,824
Fort St. John	50,830	0.014	352,634,377	15.47%	2	50,832
Taylor	5,071	0.014	35,179,831	1.54%	(8)	5,063
Pouce Coupe	1,130	0.014	7,841,993	0.34%	(4)	1,126
Chetwynd	7,724	0.014	53,585,513	2.35%	4	7,729
Area B	105,062	0.014	728,864,606	31.97%	(45)	105,017
Area C	25,229	0.014	175,023,072	7.68%	(0)	25,229
Area D	53,509	0.014	371,219,602	16.28%	231	53,740
Area E	38,852	0.014	269,535,079	11.82%	(110)	38,742
See Area E Jurisdiction Split Below						
Total	328,671	0.014	2,280,145,496	100.00%	(0)	328,671

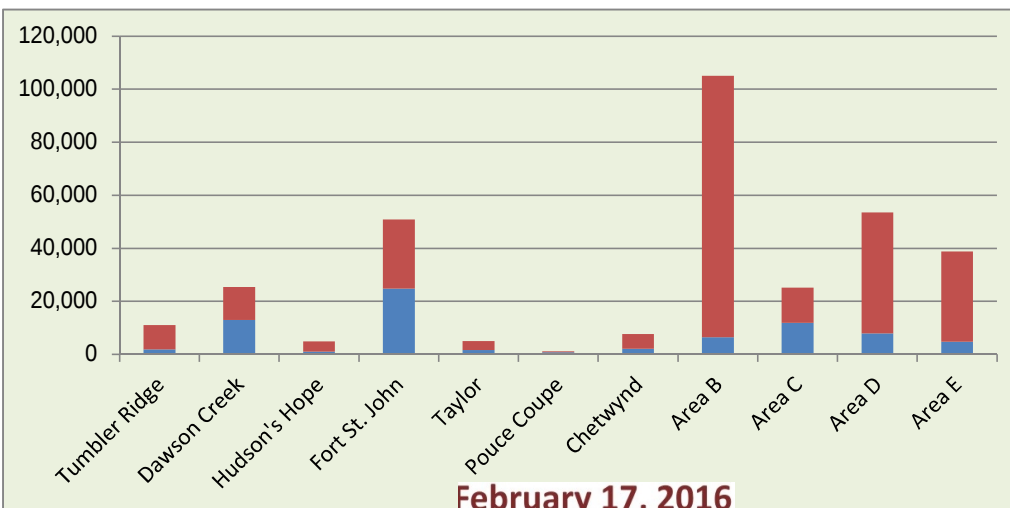
Area E - Jurisdiction 759	38,363	266,139,895	98.74%	(109)	38,254
Area E - Jurisdiction 760	489	3,395,183	1.26%	(1)	488
	38,852	269,535,078	100%	(110)	38,742

Municipal Requisition:	105,943
Electoral Area Requisition:	222,728
Total Requisition:	328,671

After Prior Year Adj

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	304,229	8.0%	24,442
Assessment	2,136,589,580	6.7%	143,555,916
Tax Rate	0.014	1.2%	0.000

Class 1 - Residential Total All Other Classes



Service Fund Category	Regional General Operating - 01		Portfolio Staff		Parks & Recreation Committee Manager of Community Services					R-1		
	7180 Regional Parks		Requisition Exhibit		9							
					DRAFT							
									(Used same, 2% inflation, or actual)			
2016	Acct	See		2015	2015	2015	2016		2017	2018	2019	2020
Category	#	Note	Account Name	Budget	Actual	Variance	Budget		Budget	Budget	Budget	Budget
REVENUE												
7180 Regional Parks												
01-1-7180-	110		Requisition - electoral	205,551	205,551	0	273,535		312,563	374,118	261,424	296,824
01-1-7180-	111		Requisition - municipal	98,678	98,678	0	130,136		148,704	177,989	124,374	141,216
01-1-7180-	116	11	Interest on Reserve		296	296			-	-	-	-
01-1-7180-	120		Grants-in-lieu	9,500	29,417	19,917	9,500		9,690	9,884	10,081	10,283
01-1-7180-	155	12	Admin Fees				19,095		19,095	19,095	19,095	19,095
01-1-7180-	157	7	Recovered costs	1,000	1,000		1,000		1,000	1,000	1,000	1,000
01-1-7180-	190		Unappropriated surplus	96,003	96,003		160,991		-	-	-	-
01-1-7180-	192	7	Transfer from Fair Share (D)	25,866		-25,866	25,866					
01-1-7180-	193		Transfer from Rural Loan Fund									
01-1-7180-	194		Transfer from Gas Tax				-					
Total Category Revenue				436,598	430,945	-5,653	620,123		491,052	582,085	415,975	468,419
Tax Rates (based on current year assessments)>>				0.014	Change from LY	0.003	0.018		0.020	0.024	0.017	0.019
Total Amount to Requisition:				304,229	Requisition/Parcel Tax		403,671		461,267	552,107	385,798	438,041
403,671				9,500	Grants		9,500		9,690	9,884	10,081	10,283
Prior Year Requisition:					Borrowing Proceeds							
304,229				25,866	Trsf. From Reserves		25,866					
Change from Prior Year				96,003	Prior Year Surplus		160,991					
99,442				1,000	Other		20,095		20,095	20,095	20,095	20,095
				436,598			620,123		491,052	582,085	415,975	468,419
EXPENDITURES												
7180 Regional Parks												
01-2-7180-	200	1	Wages		11,997	11,997	65,361		66,668	68,001	69,361	70,749
01-2-7180-	205	1	Benefits		823	823	23,030		23,491	23,961	24,440	24,929
01-2-7180-	206	1	WCB		151	151	797		813	829	845	862
01-2-7180-	210	8	Travel, Training, Conferences & Worksh	8,500	1,684	-6,816	7,000		7,000	7,000	7,000	7,000
01-2-7180-	211		Travel in Region - Use of RD Vehicle	2,100	2,100		300		300	300	300	300
01-2-7180-	215		Meals	750	101	-649	1,000		1,000	1,020	1,040	1,061
01-2-7180-	227		Mapping	3,000		-3,000	3,000		500	500	500	500
01-2-7180-	230		Communication - telephone & internet	1,000		-1,000	1,000		1,000	1,000	1,000	1,000
01-2-7180-	240	11	Marketing & Promotion	9,000	6,607	-2,393	15,000		11,500	11,500	11,500	11,500
01-2-7180-	244		Trails Support Grant	75,000	74,663	-337	75,000		50,000	50,000	50,000	50,000
01-2-7180-	246		Signage						15,000	2,500	1,500	1,500
01-2-7180-	248		CL Boat Launch (shared with FSJ)				75,000					
01-2-7180-	260		Insurance	3,400	3,382	-18	3,500		3,570	3,641	3,714	3,789
01-2-7180-	261	1	Administration fees	52,737	52,737		33,150		108,150	148,250	73,950	33,150
01-2-7180-	299		Miscellaneous	4,000	549	-3,451	4,000		4,000	4,000	4,000	4,000
01-2-7180-	361		Supplies - shop	3,000	2,197	-803	5,000		5,100	5,202	5,306	5,412
01-2-7180-	390		Capital						55,000	125,000	30,000	120,000
01-2-7180-	435		Safety / Dangerous Tree Removal	50,000	14,159	-35,841	50,000		50,000	50,000	50,000	50,000
01-2-7180-	553	3	Park - Blackfoot	79,050	11,633	-67,417	71,825		23,000	13,600	18,700	13,800
01-2-7180-	560	6	Park - Minaker	37,250	16,297	-20,953	44,500		10,000	10,200	10,404	10,612
01-2-7180-	561	4	Park - Montney	33,600	16,246	-17,354	55,800		10,000	10,200	10,404	10,612
01-2-7180-	564	5	Park - Spencer Tuck (Moberly)	20,350	12,390	-7,960	30,300		8,859	9,070	3,984	9,399
01-2-7180-	565	7	Park - Swan Lake (Weir)	12,000	8,596	-3,404	12,000		14,000	14,158	14,319	14,484
01-2-7180-	567	2	Park - Sundance Lake	16,850	13,346	-3,504	18,550		17,101	17,153	18,706	18,760
01-2-7180-	569		Park - Various RD Park Properties	5,000		-5,000	5,000		5,000	5,000	5,000	5,000
01-2-7180-	600		Transfer to Operating Reserve	10,000	10,000		10,000		10,000	-	-	-
01-2-7180-	603		Transfer to Capital Reserve	10,000	10,000		10,000		10,000	10,000	10,000	10,000
01-2-7180-	605	9	Trsf to "Green" Carbon Reserve	10		-10	10		10	10	10	10
01-2-7180-	610	10	Transfer Interest On Reserve		296	296			-	-	-	-
Total Category Expenditures				436,597	269,955	-166,928	620,123		491,052	582,085	415,975	468,419
Surplus (deficit) carry forward					160,991		183,526		Operating Reserve Dec. 31			
					**	Change from LY Budget	42.04%		Maximum \$50,000			
									30,460			

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Service	Regional	Portfolio	Parks & Recreation Committee	R-1
Fund	General Operating - 01	Staff	Manager of Community Services	
Category	7180 Regional Parks	Requisition Exhibit	9	
			DRAFT	(Used same, 2% inflation, or actual)

7180 Regional Parks (continued)**Budget Notes:**

- 1 Change from previous years. Now have FT Parks & Recreation Coordinator and that full wage charged to here. Plus Admin Fee is received for 20% of half of the GM of Community and 10% of the Community Services Coordinator (\$22,620). Plus Admin Fee to Recreation for 30% of Coordinator
- 2 Sundance Lake includes: Contractor; PW Meals; Insurance; Vacuum pumping toilets; Misc. supplies & repairs; Park Kiosk; and Fire Rings.
Blackfoot includes: Caretaker; PW Meals; Water Tankloader & Insurance & Potable Water Testing; Cleaning Supplies; Toilet pumping; BC Hydro;
- 3 Misc. Supplies & Repairs; Park Signs; Park Kiosk; Fire Rings; Picnic Tables; 1 new outhouse - top only; Road work and campsite pads; Recycle Bin and Hide-A-Bag; and Park Design.
- 4 Montney includes: Contractor; PW Meals; Insurance; BC Hydro; Misc. Supplies & Repairs; Fire Rings; Toilet Pumping; Park Signs; Park Kiosk; Recycle Bin and Hide-A-Bag; Park Development Feasibility Study; and Road Work.
- 5 Spencer Tuck includes: Contractor; PW Meals; Insurance; Misc. supplies & Repairs; Vacuum Pumping Toilets; Recycle Bin; Park Signs; Park Kiosk; Boat Launch repair; and Fire Rings
- 6 Minaker includes: Contractor; PW Meals; Supplies; Road Work; Park Signs; Park Kiosk; Fire Rings; Miscellaneous; Picnic Tables; and Recycle Bin and Hide-A-Bag
- 7 Swan Lake Weir includes: Insurance; Permit Fees; Misc. Repairs & Maintenance; Maintenance Contract
- 8 Combined Travel, Training, Conferences & Workshops.
- 9 Per requirements have to purchase offset carbon credits to be carbon neutral. This is the amount calculated on the prior year tonnage.
- 10 Accounting requirement to show interest earned on reserves (In/Out) with no tax effect. Recording purposes only - no budget.
- 11 Increased by \$5K for video of parks.
- 12 Admin Fee charged to Regional Recreation for Parks & Recreation Coordinator costs

NOTE: Possible Boat Launch Repairs at Charlie Lake

As of Dec. 31, 2014		Tangible Capital Assets			No Debenture	
			Original	Accu. Dep.	Net Value	
Fund	48	Buildings	1,136,540	1,014,148	122,392	
		Parks	278,893	219,524	59,369	
		Land	4		4	
		Total	1,415,437	1,233,672	181,765	
		Annual Depreciation Expense	38,256	Equity	220,021	
						Capital Reserve Balance Dec. 31 30,460

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EXHIBIT 9

R-1

Regional Parks

Category

[1-7180](#)

Basis of Apportionment:

Converted Hospital Assessments - Improvements ONLY

Tax Rate or Other Limitations:

\$ 0.066 per \$1,000 taxable value

SLP 26, LGA 799.1 (2)(a)

Max. Product \$ 967,070

DRAFT	Requisition Amount	Tax Rate Per 1000	Figures for Apportionment	Percent	Prior Year Adjustment	Adjusted Requisition
Tumbler Ridge	13,505	0.018	76,281,894	3.35%	(28)	13,477
Dawson Creek	31,195	0.018	176,205,717	7.73%	2	31,197
Hudson's Hope	5,979	0.018	33,773,812	1.48%	(44)	5,935
Fort St. John	62,430	0.018	352,634,377	15.47%	2	62,432
Taylor	6,228	0.018	35,179,831	1.54%	(8)	6,220
Pouce Coupe	1,388	0.018	7,841,993	0.34%	(4)	1,384
Chetwynd	9,487	0.018	53,585,513	2.35%	4	9,491
Area B	129,036	0.018	728,864,606	31.97%	(45)	128,991
Area C	30,986	0.018	175,023,072	7.68%	(0)	30,986
Area D	65,720	0.018	371,219,602	16.28%	231	65,951
Area E	47,718	0.018	269,535,079	11.82%	(110)	47,608
<i>See Area E Jurisdiction Split Below</i>						
Total	403,671	0.018	2,280,145,496	100.00%	(0)	403,671

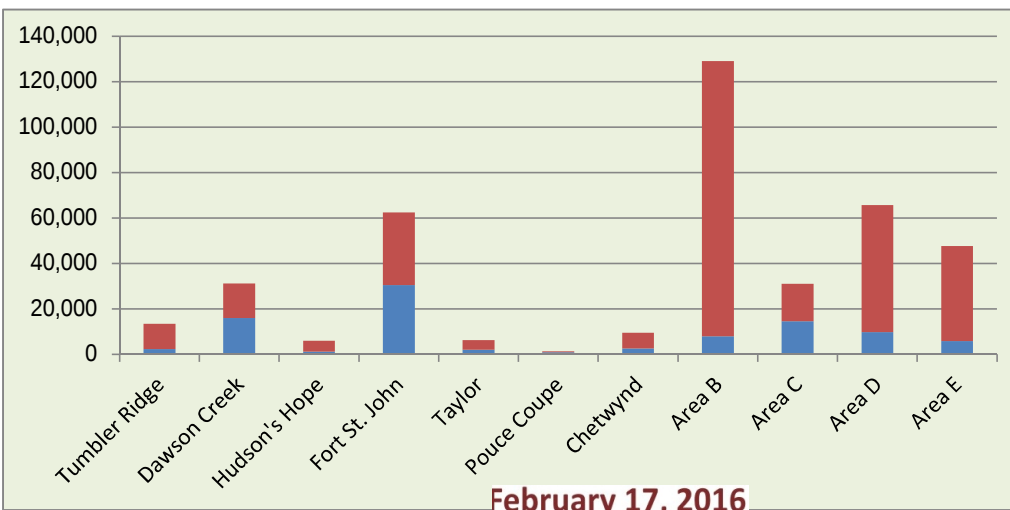
Area E - Jurisdiction 759	47,117	266,139,895	98.74%	(109)	47,008
Area E - Jurisdiction 760	601	3,395,183	1.26%	(1)	600
	47,718	269,535,078	100%	(110)	47,608

Municipal Requisition:	130,136
Electoral Area Requisition:	273,535
Total Requisition:	403,671

[After Prior Year Adj](#)

<u>Last Year</u>		<u>Change %</u>	<u>Change \$</u>
Requisition	304,229	32.7%	99,442
Assessment	2,136,589,580	6.7%	143,555,916
Tax Rate	0.014	24.3%	0.003

Class 1 - Residential Total All Other Classes



February 17, 2016



Peace River Regional District REPORT

R-2

To: Regional Parks Committee

Date: February 11, 2016

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: 2016 Recreational Trails Grants-in-Aid Applications

RECOMMENDATION(S):

THAT the Regional Parks Committee recommend to the Board of Directors the approval of the 2016 Recreational Trails Grants-in-Aid applicants and the applicable funding in the amounts as determined by the Committee after review and assessment of the attached applications.

BACKGROUND/RATIONALE:

1. **Bear Mountain Nordic Ski Association (BMNSA):** Request for \$37,500 to complete year three of the five year plan to upgrade the trail network that the Association operates on Bear Mountain, just south of Dawson Creek. With a total anticipated project cost of \$62,000 the BMNSA intends to; seed trails that were disturbed in the 2015 maintenance; replace culverts; and improve widths and levels of side cuts on west half of the trail system. This area promotes healthy activities and an appreciation of the natural environment year round to many users and groups, such as Nordic skiing and snowshoeing, running, hiking, mountain biking, bird watching, horseback riding, orienteering, and outdoor studies. This applicant meets all eligibility criteria to be funded under the Recreational Trails Grants-in-Aid Policy. This applicant successfully completed years 1 and 2 of this project partially funded under the Recreational Trails Grants-in-Aid.

Staff Recommendation: That a grant be provided to a maximum of \$37,500. (Exact amount to be determined by the Committee for recommendation to the Board).

2. **Whiskey Jack Nordic Ski Club (WJNSC):** Request for \$20,000 to build a 30x40 storage shop in which to store a specialized trail groomer. The total budgeted amount for this project is \$160,140. This group received \$15,000 from the PRRD in 2015 to fund the same shop project, but were not able to complete the project due to competing priorities. This trails group maintains the accessible trails year-round, offers children's programming, hiking, biking, horseback riding, Nordic skiing, and snowshoeing. This group is waiting on a Park Use Permit from BC Parks (as their trails are in Beaton Provincial Park) and First Nation consultation before BC Parks will send their letter of support, though BC Parks is supportive in principle. The WJNSC believes that the letter of support will be provided by June, 2016, before the proposed work is to commence. This application was received on December 16th, 2015 and is marked as late.

Staff Recommendation: That a grant be provided to a maximum of \$20,000 pending the receipt of the letter of support from BC Parks. (Exact amount to be determined by the Committee for recommendation to the Board).

3. **Wolverine Nordic and Mountain Society:** Request for \$9,426.83 enhance the existing Windfall Lake hiking trail by adding safe and sustainable overnight amenities. In

Staff Initials:

BCasey

Dept. Head:

J. Morgan

CAO:

Ch. Birk

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specific, this grant would allow them to create 6 tent pads, 1 outhouse, and 3 bear caches for trail users at Windfall Lake, located outside of Tumbler Ridge. The 2016 project is budgeted to be completed for \$13,576.83. This hiking trail enhances the community of Tumbler Ridge and the entire Peace Region with access to scenery such as mountain peaks, alpine lakes, and cliffs containing caves and fossils as well as beautiful meadows. This applicant meets all the eligibility criteria to be funded under the Recreational Trails Grants-in-Aid Policy.

Staff Recommendation: That a grant be provided to a maximum of \$9,426.83. (Exact amount to be determined by the Committee for recommendation to the Board).

4. **Prespatou Farmer's Institute:** Request for an as yet undetermined amount to create an expanded portion of the Prespatou Road from the Prespatou School to the Prespatou Senior's Complex to serve as a walking path through the community. The mission of this Institute is to provide a voice for and to improve the community. This project was originally understood to be a partnership between the Ministry of Transportation and the Prespatou Farmer's Institute. This trail would increase pedestrian safety, provide opportunity for residents to enjoy walking, jogging, and biking with decreased safety concerns, and to increase resident's enjoyment of the outdoors. As the work would be provided through the Ministry of Transportation, only one quote was provided.

This applicant does not meet all the eligibility criteria to be funded under Recreation Trails Grants-in-Aid policy at this time for the following reasons:

- The project would be located on the right-of-way of the road and the expansion is supported, in principle, by the Ministry of Transportation. Though a letter stating such was requested, no written documentation was received.
- No project budget has been received at this point and applicant has neither requested an amount for the Trails Grants-in-Aid to fund, nor shown any other sources of revenue or a detailed plan on how the remainder of the project will be funded.
- Furthermore, it is important to note that this club is not a "registered non-profit society" but is a member club of the BC Farmers Institute.
- Finally, a letter from the Ministry of Transportation has not yet been obtained allowing for this project to move ahead on road right of way.

Staff Recommendation: That the Regional Parks Committee not recommend approval of Prespatou Farmer's Institute's grant application as they do not meet the eligibility requirements at this time and that their application not be forwarded to the Board for consideration.

STRATEGIC PLAN RELEVANCE: Recreational Trails Grants-in-Aid is supported as an operational priority as part of the Regional Parks and Trails Master Plan adopted by the Board of Directors on July 24, 2014.

FINANCIAL CONSIDERATION(S): \$75,000 has been recommended for approval by the Regional board, under the Regional Parks Budgets in the 2016 Annual Financial Plan for the Peace River Regional District. This funding will assist to provide trail development and maintenance grants throughout the whole Region.

COMMUNICATIONS CONSIDERATION(S): Information on how to apply for funding was advertised in the local newspapers as well as posted to the Peace River Regional District

website. Recreation Trails groups in the North Peace, South Peace, Tumbler Ridge, and Chetwynd areas were informed by email and invited to apply for funding. All recipients of the grant, once determined, will receive a letter confirming their approval of funding.

OTHER CONSIDERATION(S): Please see the attached applications and spreadsheet detailing the grant requests:

1. Bear Mountain Nordic Ski Association
2. Whiskey Jack Nordic Ski Club
3. Wolverine Nordic and Mountain Society
4. Prespatou Farmer's Institute



R-2

PEACE RIVER REGIONAL DISTRICT

Recreation and Cultural Grants-in-Aid Schedule "A" - Application

Date:

October 28, 2015

Society Number:

S 45828

APPLICANT INFORMATION

1) **Name of Organization:** Bear Mountain Nordic Ski Association

2) **Contact Person:** Patrick O'Reilly

Position: Vice President, Trails and Facilities

Mailing Address: Box 21033

Phone: 250 219 6235

Fax: Click here to enter text.

Email: poreilly@pris.bc.ca

Website: www.nordicski.ca

Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No (please check one)

3) **Purpose of Your Organization:** Note attached

4) **If applicable, does your organization own any facilities or properties?** ☒ Yes ☐ No (please check one)
Please give the 9-1-1 address and legal description of the property that your organization either leases or owns.
Note attached

5) **Executives of Your Organization:**
President/Chair

Name: Dr. Chris Garwah

Phone: 250 782 9705

Email: Bearmountainnordic@gmail.com

Vice President/Vice Chair

Name: Pat O'Reilly

Phone: 250 219 6235

Email: poreilly@pris.bc.ca

Treasurer

Name: Jan Patterson

Phone: 250 782 3374

Email: bearmountainnordic@gmail.com

Secretary

February 17, 2016

Bear Mountain Nordic Ski Association
Covering Letter with Application Information for Peace River Regional District
Recreation Trails Grants-in-Aid
-regarding request for funding October 28, 2015

3) The purposes of the Bear Mountain Nordic Ski Association are:

- (a) to plan, develop, maintain and provide facilities to support a sustainable offering of activities relating to cross country skiing, snowshoeing, cross country running, hiking, mountain biking, bird watching, horseback riding, orienteering, outdoor environmental studies, outdoor science studies and similar non motorized educational and recreational activities. These will be community wide offerings open to the community through membership in the society.
- (b) to support programs and activities to meet the needs of members, in particular:
 - (i) those that support and contribute to the physical and mental health of the community.
 - (ii) those that involve the participation of families, youth and seniors with a view to enhancing inter-generational interactions.
 - (iii) those that support an integrated athletic development system up to the provincial and national level.
- (c) to promote similar and related outdoor recreational opportunities year around, as determined by the membership.
- (d) to borrow, raise, provide or otherwise secure funds in such a manner as the Society may see fit and in particular by mortgage, or issue of bonds or debentures or otherwise charged upon all or any of the Society's property and to redeem and repay same.
- (e) to provide for the security, maintenance and development of the society's lands, facilities, equipment and programs.
- (f) to do all such things as are incidental or conducive to the attainment of any of the above objectives or for the necessary or proper operation of this Society.
- (g) upon winding up or dissolution of the society, the assets remaining after the payment of all costs, charges and expenses properly incurred in the winding up, including the remuneration of a liquidator, and after payment to any employees of the society of any arrears or salaries or wages and after the payment of any debts of the society, shall be distributed to Cross Country BC, the Dawson Creek Athletic Association or another non profit society as determined by the Board of Directors.

Resolved at the May 22, 2014 annual general meeting of the Bear Mountain Nordic Ski Association

- and use agreement*
- 4) Our project will support the operation of this year around Recreational Facility that encompasses 500 hectares that we hold under a long term Land Use Agreement with the Ministry of Tourism, Sports and the Arts (MTSA) within Recreational Reserve Site (16660-20/5989). Our specific 500 hectare Management Agreement No. is 16660-27/REC2007DPC001. We can provide a copy of this current Land Use Agreement if you need it.

The Bear Mountain Nordic Ski Trails System is located at 13562 Radar Lake Road, V1G 0C2. It includes the NE, SE, SW 1/4s Section 24, NW, NE, SW, SE 1/4s Section 13, Township 77, Range 15, West of 6th Meridian

6) 5 year action plan (items preceded by and asterisk are completed)

The necessity for this bridge maintenance just came to light this past July. It was not originally part of our 5 year plan, but has now become a priority. The original 5 year plan still stands with the addition of the bridge project. So the plan of the directors and club now looks as follows:

Year 1

- *• Upgrade and maintenance of the West bridge on South Loop Trail
- *• Reset the single span foot bridge on Bisette Trail
- *• Upgrade and maintenance of the two span foot bridge on Log Cabin Trail
- *• complete the 3rd year of the stump removal project and continue the ongoing danger tree falling

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- Year 2 *
- Upgrade and maintenance of the East bridge on the South Loop Trail
 - Place 5 additional culverts on Wolf, Woverine, Bissette and Log Cabin Trails

★ Year 3

- *** build a fund to replace the 1997 snowcat groomer
- Add a 24foot by 14 foot storage area to our existing shop - in kind
 - Seed all areas disturbed in the last year's bridge and culvert projects
 - Replace culverts and improve widths and levels of sidecuts on West half of trail system
 - upgrade the solar/wind system on the caretaker facility

Year 4

- Replace culverts and improve widths and levels of sidecuts on East half of trail system
- lighting of 6 km of trail
- build a cabin in southwest corner of trail system

Year 5

- ski lodge on the trail system
- develop and build a biathlon range

The ongoing operation of the club and our programs would be developing and ongoing in addition to the above.

7) Describe the project

The PRRD has been instrumental for many years in the development of our project! In light of recent assessment and repairs to our snowcat, we have had to reorganize some priorities. Our snowcat is going on 19 years old and is in need of replacement. We intend to apply to Fair Share to meet part of this need. This proposal is to the Trails Grants in Aid funding to continue the ongoing upgrade of the trails system and the addition of a 24 foot by 14 foot storage area to be attached to our existing shop. We plan to do this next upgrade in two phases. Build the storage area and upgrade the West half of the system this coming summer and the East half the following summer. Each phase will require the replacement of culverts, side cutting, sloping and drainage improvement. It will require hoe and cat work.

The attached map will give some idea of the scope of the project. The hash marked indications on the map are proximate to areas requiring significant dirt work. In total, there are over 50 culverts in the trail system. (In addition to seven bridges.) When we originally installed these culverts we were working with limited funds. We obtained used culverts, damaged culverts, remnants and cut-offs that were available. Most culverts are too short, some do not flow water adequately and some are collapsing.

Upon completion of the work, the club will seed all disturbed areas.

8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual. Note our society objective #b above.

We are doing what we can to support recreation in our area. Our facility has a huge impact in the community. While our focus in this request is Cross Country Skiing, our facility gets year round use by a wide range of community members. Bird watchers, hikers, mountain bikers, horseback riders, runners, many and various school programs and the broad range of outdoor enthusiasts use our trails. Our club brings people into Dawson Creek and provides a significant recreation opportunity for our community.

The snowcat groomer and track setting equipment we have purchased, supports the cross country ski offering at the Bear Mountain Nordic Ski Association trails. The groomer is due for replacement. Grooming has to be done whenever we have a snowfall or whenever the trails glaze up between snowfalls as a result of warmer conditions or just the normal sublimation of the trail snowpack. The groomer mixes the snow, lays it out in a 17 foot wide pack and sets the classic ski tracks and the skate skiing pad. A multi directional blade on the front of the unit pulls snow onto the trails and shapes and

contours as necessary. **We have built a shop, a place to work on the grooming equipment.** Winter is our longest season in this area. In a normal year, we can start skiing in November and ski until the end of April. Some years we get 22 weeks of skiing. That is an exceptionally good year. Eighteen weeks is more the norm.

Keeping in mind the broad range of recreational and athletic opportunity that the Bear Mountain Nordic trails offer year around, we focus mostly on winter recreational and athletic opportunities. We want to raise the quality of our ski facility with improved grooming along with other developmental projects we have going. Cross country ski facilities in western Canada that produce competitive athletes, are meticulous about their trail grooming. Their trails qualify technically to run competitive events for their members and outside competitors. Inadequate grooming would be akin to offering an ice surface at the arena or the curling rink that presented a rough, unpredictable surface, with soft spots and generally inconsistent quality. We want to upgrade to Cross Country B. C. standards. (We are a member of CCBC) This will benefit our Jack Rabbits programs (skiing for kids and teens), our beginning skier training programs, allow us to offer advanced ski training and just generally make skiing more popular and pervasive in the community. We want to contribute to the athletic development of our young people and create some Becky Scotts, Alex Harveys, Devon Kershaws, Chandra Crawford and Sara Renner from the Peace River region. It would be great to produce a Para Nordic skier like Brian McKeever! Perhaps we might develop some more girls, boys, women and men that would break into the medals for Canada. **We are building a legacy for local residents, visitors and athletes in a variety of ways from recreational uses to high level performance skiing.** Our members have logged many hours of volunteer work over the years. In 2005 we established a five year plan with the goal of having a facility that could be used as a training venue for the 2010 Olympics. While that did not happen, we hope to have a member of Canada's Nordic team come to Dawson Creek after the Olympics. We have also become involved with Alta Gas, one of the major sponsors of Canada's Nordic team. This past winter, one of our coaches took two of our skiers to the Provincial Winter Games at Whistler. They skied with the Prince George club at Callahan Valley and stayed in the Olympic Village.

You will see by looking at this information, that we have strong support for the work we do. Our club does as much work as we can on a volunteer basis to stretch the dollars we get. We get a lot done!! We have support, both private and public. If you would like more detail, we will present it. We recognize many groups and bodies for the support we get. We would be pleased to do any recognition signing and public relations that you would deem suitable. Just let us know what is appropriate. We can do radio, television(local and CBC) and newspaper spots, put up signs and write articles.

There is developing public interest in the project and we want to cultivate this interest. We focus on cross country skiing. Including members, day users, Jack Rabbit programs, ski lessons, school groups and community groups working with young people we approach 2000 ski days a year. Our goal is to get to 6000 ski days. The better, more consistent our grooming, the more skiers we will attract. We typically have 150 to 180 paid up members. In addition, more than that number of people ski and just pay our day fee. On top of that schools and groups that work with children use the trails free of charge. Last year there would have been about 550 students on the trails. If we can get to 400 paid up members we would be very self sufficient at our present level of operation. Our goal is to get to 500 paid up members. We intend to continue our development projects and chase funding.

The picture is broader than skiing, in winter, when you add in the other 3 seasons. We accommodate hikers, mountain bikers, bird watchers, horseback riders, cross country runners and people just out for a walk. We top 4000 user days in the off season. We know that increasing our ski days will increase the off season use as more people will become more familiar with our offering on the trails. This past weekend we hosted to Zone competitions for cross country running which saw between 100 and 200 competitors on the trails. Competitors were from all over the north.

Our intention is to make our trails and membership in our organization as accessible as possible. Membership fees are very affordable. We want families to participate. Family membership \$265, Adult \$120, Couple \$220, Seniors \$100, Senior Couple \$180, Youth \$55,

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under 6 free, per person day rate if not a member \$10. A family day rate is \$15. On top of these fees there is a \$15.00 membership fee in the provincial body, Cross Country B. C. In addition to the fee, each member, who is able, is required to contribute 10 hours of volunteer time to club maintenance and development. The executive lays out and supervises this work.

Schools and groups working with young people ski free as part of their organization's program. Kids use the trails throughout the year. We have a policy that if an individual, family or group cannot afford our rates, and they convince us of actual hardship, we allow them to ski free or to pay into the drop box whatever they feel they can afford. We have a standing offer to seniors that if they want to get out for a day or part of a day, we put them on a list and they come for a ride in the groomer when we are working the trails. We do the same for handicapped groups of all ages. **accessibility*

Our trails see users from a broad area of the Peace River District both urban and rural. We have users from as far west as Mackenzie, North to Fort Nelson and Fort St. John, South to Tumbler Ridge, East to Grande Prairie, Spirit River and Rycroft, Alberta.

We are extremely proud of what we have done to date. We have a major facility in place with minimal funds expended. We serve the community with a focus on families, youth and kids. We have worked long and hard at this and will continue to do so. This funding support will allow us to take our project to the next level, a bona fide competition class facility for the region.

9) Describe how the project will foster "regional pride" in the natural environment of the Regional District.

Ministry of Lands Forests and Natural Resource Operations had a group of about a dozen Recreation Officers from Northern B.C. and John Hawkins, the provincial trails manager on a tour of our site. His purpose was to show them what we are doing. They were impressed and asked lots of pertinent questions as to how we operate. This fall we hosted the Zones for Cross Country Running.

We constantly hear comments along the lines of "this is the best kept secret in the region" from people who experience our trails. (We need to address the fact that getting our project known is a goal to deal with.) They talk about the beauty of the area and the diversity. I would be willing to supply testimonials should that be needed. I continually exhort our funders to come and have a look at how we multiply their dollars.

10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.

We need to bring the trails up to standard to ensure that we meet this goal. We continue to work on the trails to improve accessibility and variety of use. See above.

11) Describe how the project will utilize Crown or local Government lands and measures that will be taken to avoid conflict with private lands.

As noted in #4, above, we have a current, detailed Land Use Agreement with the Province. We have an excellent working agreement with the Paradise Valley Snowmobile Club who is our adjoining neighbor and we work hand in hand with the holder of the grazing lease on the site, in fact he donates a great deal to our operation. Dog walkers and horseback riders, etc. use the trails in spring, summer and fall.

We have no conflicts.

12) Describe how the project will build on the Provincial Trails Strategy.

I could go in to great detail on this, but for now suffice it to say that we fit right into the strategy and are very aware of its components. This is probably clear as you read this application. I would be willing to discuss it further, should you wish.

13) How many volunteers How many volunteer hours

Each member commits to a minimum of 10 hours volunteer time as part of their membership. As long as they go along and commit to this, we hold the line on our fees. Should this fail to happen, we would

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raise membership fees. In the absence of our member who collects our volunteer hours, I would estimate on the low side, that we put in well over 3000 hours per year.

*** people, mostly club members, but a few outsiders too, came to buck trees and throw blocks and limbs off the trails several times again this year.

Each year we run coaching clinics for new coaches. We get 10 to 12 people out to these training sessions and these people follow up by coaching the kids in our programs. Every Saturday you will find 35 to 45 kids being instructed on the trails. We supply equipment for these lessons.

Everybody volunteers at least a minimum level and we have a hard core of 20 regulars. We designated one of our members to track our volunteer names and amount of time volunteered this past winter. Director Tracy Meszaros is diligent in that task.

14) If there are continuing costs to operate or maintain the project, how do you plan to meet these costs in the future?

As we have for well over 20 years – dedication, commitment and hard work. -User fees, membership fees, corporate funding, grants, volunteer contributions in kind.

15) Geographic coverage – Our focus is on the people of the South Peace, however we see people from Grande Prairie, MacKenzie, Fort St. John, Spirit River, Peace River and points beyond.

Environmental, education or heritage representation – Mors Kochanski and Karamat Wilderness Services describe our area as one of the most bio-diverse areas that they work in. Wilderness Living Skills Training and Outdoor Environmental Studies classes have open access to our trails and facilities for their educational activities. We are mentioned in the BC Hunting Regulations as a “no shooting” area. Our thanks to Ministry of the Environment.

Partnerships – Check out the attached list of people, groups, businesses and corporations that have been involved with us. It is impressive! Other partnerships include the Paradise Valley Snowmobile Club, Dawson Creek Ski and Recreation (the downhill club), Peace River Regional District, City of Dawson Creek, School District #59, Karamat Wilderness Services, Ministry of Lands Forests and Resource Operations, Cross Country B.C., Alta Gas and the adjacent Wind farm, -- check the attached information.

Proximity – We are located 10 kilometres from town on well maintained roads. We are next to a snowmobile club and their cabin (which we provide security for), we are surrounded by snowmobile trails. We adjoin the Radar Lake Rec Site. We are on the road to the Alta Gas Wind farm and we are part of the Bear Mountain Demonstration Forest.

Already established as an unofficial trailhead – We are well established and maintain our trails conscientiously. Our utilization rates continue to increase and our trails are open throughout the 4 seasons, 24/7. We see skiers, hikers, bikers, horseback riders, bird watchers, runners, Outdoor Environmental Studies classes, picnics, overnights, tobogganers, birthday parties, weddings..... Cross Country running competitions are a regular feature in the summer season.

User and site safety and the capacity to maintain – We constantly are on the lookout for potential safety issues. We sweep the trails on a regular basis and deal with potential problems. We communicate safety guidelines to our membership. We have been in existence for well over 25 years and don't plan on quitting now. We have not only maintained our operations but we continue to upgrade them.

b) Resolution from the Society's Board of Directors

Chris Garwah, President

Jan Patterson, Treasurer

Pat O'Reilly, Vice President, Trails and Facilities

Debra Wolf, Secretary

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Directors

Jim Johnson
 James McKechnie
 Judy Christenson
 Trevor O'Dwyer
 Dillon Stuart
 Wilma Rassmussen
 Robert Jones
 Tracy Meszaros
 Linda Johnson

October 22, 2015 BMNSA Meeting Resolution:

The Board of Directors and members in attendance authorize the manager of trails and facilities to apply for grants as follows:

Grant proposals to Peace River Regional District for funds: (Fair Share and Trails Grants in Aid)

- to support the purchase of a newer snowcat groomer to replace the 18 year old machine in use presently
- add a 24 foot by 14 foot storage area to our existing shop
- seed all areas disturbed in the last year's bridge and culvert projects and all areas disturbed by dirt work for culverts and sidecuts to be done in 2016
- replace culverts, set new culverts and improve widths and levels of sidecuts on the trail system
- upgrade the solar/wind system on the caretaker facility

Moved, Seconded
 Supported unanimously.

c) Project Budget**i) Detailed Cost estimates**

Getting this together has been, and is, a challenge. In the scheme of construction projects, this is a small project and getting people to even look at the project has been difficult and is ongoing. We were able to gather some detail from three sources, Brassy Creek Ranches, Northward Air and North Slope Enterprises

The following is about as close as we can come at present. We are still getting prices on materials and chasing equipment and manpower to commit to the job. Let us say that we will commit to completing the work for these stated figures, as a maximum, and if the work comes in under these estimates, so much the better. If there are costs over and above this request, the club will chase other grants and donations to see the project to completion.

Track hoe and cat work on sidecuts	225 hours at \$100.00/hr.	\$22,500.00
Culverts	20 tubes at \$500.00 each	\$10,000.00
Culvert placement	50 hours at \$100.00/hr.	\$ 5,000.00

Total grant request

\$37,500.00

Bear Mountain Nordic Ski Association contribution to this year's project
 Seeding disturbed areas upon completion of machine work.
 Building the storage shed to house equipment.

Seed 10 X \$300.00 per bag	\$3000.00
Labour for soil prep and seeding	\$3000.00
Machine time	\$1500.00

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Building materials	\$9,000.00
Labour building storage facility 1 carpenter, 2 labourers	\$8,000.00
Total	\$24,500.00

ii) Sources of confirmed revenue

This PRRD grant is the only source of funding for dirt work and culvert materials and placement. The club will offset some costs by having volunteer labour available to help with the more menial tasks in the project. The Bear Mountain Nordic Ski Club will fund the work and materials for seeding and the 24 X 14 storage shed and will complete this work by July 2016.

iii) Sources of revenue yet to be confirmed (ie pending grant applications)

We request \$37,500.00 from the PRRD for the culvert and dirt work. If we do not get this amount, we will take what we get, start on the project taking the funding as far as it will take us and we will pursue other sources of funding to complete the first phase of the project. The funding for the seeding and the building will come from club funds and Mega lottery grant.

iv) Sources of donations of labour and/or materials

Bear Mountain Nordic Ski Association will donate labour, material transport, and materials for the storage shed.

d) Three quotes for any items valued over \$3000.00

quotes We have phone quotes from 3 sources, Brassy Creek Ranches, Northward Air and North Slope Enterprises. Nobody is enthusiastic about doing the work simply because they are busy doing larger and more lucrative jobs. The figures given are those provided by Brassy Creek Ranches. Waiting on quotes from Northward Air and North Slope Enterprises. We will supply written bids as soon as we can extract them.

e) Current and prior year-end financial statements (balance sheet and income statements)

Attached.

f) Map and pictures showing location of project and planned route

Pictures and map attached.

g) Confirmation of an agreement with recreation and Trail Sites BC

Note Land Use Agreement with Recreation Sites and Trails B.C. within Recreational Reserve Site (16660-20/5989). Our specific 500 hectare Management Agreement No. is 16660-27/REC2007DPC001. We can provide a copy of this current Land Use Agreement if you need it.

h) Two letters of support from other organizations or groups supporting the project

Three letters to be submitted as soon as I pick them up. (Realistically, we could get letters from any of our benefactors that are listed in the attached information describing groups that have donated to our project.)

Ministry of Forests Lands and Natural Resource Operations
Sunrise Rotary of Dawson Creek
Dawson Creek Athletic Association

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General information that might be of interest

History of work by Bear Mountain Nordic Ski Association:

- 1960 to 1975 - a small cross country ski club that operated sporadically.
- 1975 - trails were established at the south end of 17th street. At that time the club operated between 8th street and the Bear Mountain downhill area.
- 1988/89 - Doug MacLennan and Pat O'Reilly initiated the establishment of the 1700 hectare Bear Mountain Demonstration Forest.
- 1990 to 1992 - layout of the trails within 500 hectares of the Demonstration Forest.
- 1992 to 1995 - clearing of the trails system.
- winter of 1993/94 - club began ski activities at the new location at Radar Lake. We continued to operate both locations from 1992 to 1995, then began focussing only on our present facility as it was put together.
- 1992 to 2003 - we have cleared and cleaned up 23 kilometres of intersecting trails 5 metres in width. We have placed 44 steel culverts, 80 drainage features, 7 bridges, 2 small heated log shelters, 1 large heated log shelter, 1 log cabin and 4 toilets. We have a parking lot, complete trail signage including large directional signs at the trailhead, a steel gate and cattle guard.
- 1980's to date - we set and groom trails in Kin Park for the use of schools and city residents.
- 1993 to date - we have operated a viable club on this facility. Our paid membership has ranged between 85 and 150 people. We benefit about 500 skiers, however, most of these do not buy memberships, they pay a day fee. We also have a number of users that do not pay. If people cannot afford to pay, we encourage them to ski anyway.
- 2003 - established the Bear Mountain Nordic Ski Association (Society # S 45828).
- 2004 - widened 25 kilometres of trails from a 3 metre width to 5 metres \$15,000.00 +
- 2004 - purchased a 1995 twin track Alpine II snowmachine for trail maintenance. \$7500.00
- 2005 - between Christmas 2004 and August of 2005 we built a 14' X 34' race shack with an overall investment of \$75000.00 dollars. This building is paid for and earns us money. When we are not using the building on the trails, we rent it out to the oilfield. The proceeds, \$125.00 per day, go into paying off what we owe and after that they go into our development accounts.
- 2005 - paid for 186.5 hours of machine time to fill hundreds of root ball holes along the length of the trails. The total cost of this project was close to \$15000.00 shared by two donors and the club.
- 2005 - brushed 25 km of ski trails for a total of \$6300.00 costs shared three ways.
- 2005 - purchased two pieces of small grooming equipment for the twin track at a cost of just under \$4000.00.
- 2005 - cat work, cut and fill to level the stadium area removing trees and roots. \$7500.00.
- 2005 - sidecut and contour several hills along the length of the trail system \$2000.00.
- 2005 - work on fences, gates, danger trees, blowdown and other maintenance \$6000.00.

• 2006/2007

In the last year and one-half we have put \$30,000.00 worth of materials into the project and completed a number of major projects (Our labour is on top of that, some paid, most donated.) This work has not been added into our list of assets listed later in this letter.

Replaced a 20 metre footbridge

New decking and railings plus substructure repairs on 2 16 metre footbridges

New decking and railings plus substructure repairs on 2 8 metre footbridges

Replace superstructure and repairs to substructure on 3 10 metre vehicle bridges

Upgrading of toilet facilities, new holes with steel cribbing and adding one more toilet for a total of 5 toilets on the trails

Complete re-signing of the whole trails system with 125 signposts

One mile of fencing

Development of our kids adventure ski area

Felling of over 300 danger trees

Purchased a new powersaw for felling danger trees

Graveling of parking lot and loading area

Building of a new loading ramp

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Acquiring a snow roller
 Dirt work in 8 areas along the trail system to improve contouring and drainage
 Brushing along trails where growth was becoming a problem
 Placed new steel gate, 6 metres wide at the trail head
 Frequent repairs to our old snowcat, including replacement of the engine
 Sold our old and failing 1974 snowcat (originally donated to us in 1995 by B.C. Hydro)
 Repairs to borrowed snowcat

2007/2008

Initiation of work on an adventure ski playground as a resource for our instructional ski programs for kids. (This includes our Jack Rabbit and our school ski programs.) We received \$10,000.00 from the Dawson Creek Athletic Association to support this work.
 Removed 300 beetle killed Pine trees from the trailhead area with the support of the Ministry of Tourism Culture and the Arts. (Including planting of 800 pine and spruce seedlings in this area.)
 Annual removal of blowdown trees and danger trees along the trail system. 300+ trees this past year.
 Arranged an investment of \$37,500.00 in a gravel pad, forms, steel and concrete for a shop floor which will eventually support a shop for our equipment and a small suite to house a caretaker. (This was accomplished by significant donations from North Slope Enterprises, Loisel Ranches, Reg Norman Trucking, Tyler's Excavating, Rentco Equipment and AltaGas.)
 Purchased a 1997 Bombardier Plus MP snowcat and track upgrades. (\$50,000.00)
 Completed major maintenance upgrades on this machine. (\$37,000.00)
 Made a \$13,800.00 down payment on a snow tiller and track setting pans for this machine.
 Placed 8 picnic tables along the trail system. 6 have yet to be assembled.
 Placed 5 concrete picnic tables at Radar Lake.

2008/2009

Our most significant strides forward in 2008/09 were the result of our Job Opportunity Program. We were fortunate to have an energetic, capable and dependable crew who showed great initiative and were well supervised and directed. There was much more work to the project than we anticipated. The crew's production exceeded our expectations significantly!

Felled, limbed and bucked flat several thousand trees along 25 kilometres of trail.
 Roughed out 7 kilometres of hiking/snowshoe trail.
 Limbed felled trees for one tree length along trails – piled and burned these
 Improved drainage by brushing the upstream and downstream ends of 40 culverts and 7 bridges, extending 8 culverts and added 5 new culverts.
 In 25 areas along the trail system we sidecut and widened to 7 metres
 Two coats of paint, stain or oil, as required, on 6 toilets, one cabin, 3 shelters and 12 picnic tables
 Built one new toilet and placed it over a cribbed hole.
 Replaced a roof on one toilet
 Fenced the trailhead area placing one new double gate on the driveway
 Pressure washed all buildings prior to painting
 Built 3 wood fences around 3 shelters
 Raised two shelters and placed them on cement blocks
 Significant improvements to our adventure ski area
 Fire guarded all buildings
 Built a 300 metre driveway from the access road to the shop area
 Built a fence and double metal gate at the driveway entrance
 Placed two culverts in this driveway
 Removed stumps along the trail system
 Placed and built 12 picnic tables and 8 benches along trails
 Placed shale to bring the grade up to the shop floor level
 Purchased trusses for the shop roof
 Purchased metal roofing for the shop
 Purchased metal siding for the outside of the shop
 These have been the major projects lately. There have been many other smaller projects.

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2010

Planted 100 spruce trees at the trailhead
Landscaped shop pad and placed concrete
Placed sewer line for the caretaker quarters
Build a pad 16 X 60 which will support the caretaker living quarters
Additional brushing of the Adventure ski area

2011

Completed cat shop, fully insulated, heated and wired for generator
Completed caretaker living quarters. Solar powered with water and sewer.
Removed 300+ blowdown trees from the trails
4000+ hours of volunteering by club members and non members to run the business of the club, to run club programs, fund raise, complete the building project, remove blowdown trees from the trails, to get up firewood for the stoves and firepits that we provide, maintain and operate our rental trailer, to plant trees, repair fences and gates, brush trails, mow grass, repair facilities and a multitude of tasks that keep our operation viable.
Received large donations of labour, tools, equipment and materials to complete our building project.
Placed new donor signs at the trailhead

2012/2013

Ground about 800 stumps to below ground level
Felled 1500+ pine and poplar danger trees
Mowed brush and grass on 25 kilometres of trail each year
Built lean to roofs over the doors of the living quarters and the shop
Cut and moved 800 blown down trees from trails
Cut trailside willow and alder
Upgraded our snowmobile from a 1994 twin track to a 2012 Skandik
Purchased a second hand side by side ATV
Mechanical repairs and maintenance on the snowcat groomer
Repair and maintenance on the solar system for the living quarters building
Landscaping and seeding on the sewage system
Put up firewood for the cabin, shelters, shop and living quarters building
Built a storage shed for caretaker
Gravelled parking lot and driveway(Thanks to Caribou Road Services)
Groomed stadium and trails for skiers

2014

Had two students compete at BC Winter Games in Whistler
Cleaned up 300 blow down trees
Bucked firewood for winter
Pulled noxious weeds
Assembled storage shed for caretaker
Cut grass around all shelters and living quarters
Major service on snowcat
Repaired fences
Mowed all trails
Preparing to grind 450 to 500 stumps

2015

Completed major upgrades on five bridges
Ground 45 stumps

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Felled 350 danger trees or trees presenting potential danger
 Installed 5 new culverts
 Mowed trails cutting down tree regrowth and tall grass
 Trailside clean up
 Weed control
 Repaired fences damaged by falling trees
 Major maintenance on snowcat
 Bucked firewood
 Ran ski competitions, sessions for kids and adults and coaches training
 Held major cross country running Zone championships
 Accommodated many runners, hikers, skiers, horseback riders, bird watchers and courses for school students
 Improved snowshoe trails

While our focus is Cross Country Skiing, our facility gets year round use by a wide range of community members. Bird watchers, hikers, mountain bikers, horseback riders, runners, many and various school programs and the broad range of outdoor enthusiasts use our trails. Our club brings people into Dawson Creek and provides a significant recreation opportunity for our community.

Funding sources used in the last few years (supported by tremendous volunteer input!!):
*****From 2003 to 2013 our club has received grants and donations of materials, labour and machine time from a wide range of donors. Not necessarily a complete list!!**

Major among these donations are the following:

- \$5,000 from City of Dawson Creek – trails maintenance, disposing of blowdown trees and falling danger trees (this donation was made about 7 years ago).
- \$10,000 from Regional District – towards snowcat replacement.
- \$10,000 from Dawson Creek Athletic Association – twin track, roller, groomer.
- \$17,000 from City of Dawson Creek – stadium clearing, timing office and trails project (about 5 years ago).
- \$7,500 from Encana – trails project, timing office.
- \$9,500 machine time from Encana and Herb Nodes Construction – Cat work for stadium development, contouring hills, cut and fill projects.
- Donations through the Winter Games Committee from the committee, Dawson Co-op, Action Industrial First Aid, Louisiana Pacific, Henderson Roofing, North Slope Enterprises and a multitude of other local donors which allowed us to build a \$75,000 timing office.
- \$10,000 from North Slope Enterprises for machine time on trails.
- \$26,000 worth of materials from Ministry of Forests to refurbish bridges, fences, gates, picnic tables, signage.

In 2007, 2008 and 2009 the club received grants and donations of materials, labour and machine time as follows:

- \$10,000 from the Dawson Creek Athletic Association for an adventure ski playground and instructional area.
- \$37,500.00 for a gravel pad, forms, steel and concrete for a shop floor. (This was accomplished by significant donations from North Slope Enterprises, Loiselle Ranches, Reg Norman Trucking, Tyler's Excavating, Rentco Equipment and AltaGas.) AltaGas being the major donor.
- \$2500.00 from Talisman to support the purchase of the track grooming equipment of the snowcat.
- \$10,000.00 from Peace River Regional District

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- A Community Development Trust, Job Opportunities grant of \$161,000.00 accomplished major work on the trails. Most significantly, the removal of thousands of dead pine trees.

In 2010/11 we received the following:

- \$10,000.00 from the Regional District.
- \$20,000.00 from Action Oilfield Services
- \$5000.00 from Lakeview Credit Union
- \$2000.00 from the Oilmen
- \$4000.00 from Greensmart Industries
- \$4000.00 from the Co-op
- \$2500.00 from Windsor Plywood
- \$500.00 from R Home Supply
- \$1200.00 from Louisiana Pacific
- \$5600.00 from Loiselle Ranches
- \$30,000.00 from Northern Development Initiative Trust
- \$6500.00 from Marion Construction
- \$30,000.00 from Alta Gas
- \$10,000.00 from the City of Dawson Creek
- \$2000.00 from Peace Country Petroleums
- \$500.00 from RHome Supply
- \$2000.00 from Moch Electric
- \$1000.00 from Zwick's Plumbing and Heating
- \$50,000.00 from North Slope Enterprises
- \$1000.00 from John Miller Welding
- Plus a number of smaller donations

2012/13/14

- \$14,000 from the Peace Liard Regional District
- \$7,500 from the Dawson Creek Athletic Association
- \$14,000 from Esso in fuel donations
- \$3,500 from the Elks

2014/2015

- Two major grants for bridge project from PRRD

Donors and Participants in our project

- City of Dawson Creek
- Peace River Regional District
- Many, many individual volunteers from a broad segment of the community
- B.C. Ministry of Forests
- B.C. Hydro (donated 1974 Bombardier snowcat)
- Loiselle Ranches
- FRBC
- Case Power and Equipment
- Leo Offerson
- George Hauber Contracting
- North Slope Enterprises
- Bernard O'Reilly Welding
- Reg Norman Trucking
- O'Reilly family
- Doug MacLennan
- Bear Mountain Nordic Ski Club members
- Bear Mountain Downhill Ski Club
- Educational Forest Society
- Alberta Energy Corporation

- FRDA II
- Paradise Valley Snowmobile Club
- Reg Norman Trucking
- Gary McCullough
- Arnie Jonassen and Spir-L-Ok Industries
- Peace Country Maintenance
- Ministry of Highways
- Dave Caldwell
- John Miller Mechanical
- Exel Heliarc Welding, John Sudnik
- Bob's Service
- South Peace Electric, Steve Mizeri
- Signs and Things
- Phil Erickson and crew
- Tim Erickson
- Heather and Bob Newman
- Tiger Printing and Stationers
- Louisiana Pacific
- Dawson Creek Athletic Association
- B.C. Winter Games Committee
- Herb Nodes Construction
- Encana
- Action Industrial First Aid
- Henderson Roofing
- Windsor Plywood
- Dawson Co-op
- Caribou Road Services
- Club membership fees
- partnership with B.C. Forest Service
- partnership with School District #59
- cooperation with seismic companies and AEC
- firewood sales
- Powder King Ski Resort
- Ministry of Tourism, Culture and the Arts
- Rotary Clubs
- Kiwanis Club
- Rotary Mega Lottery
- Some 30 small local companies and many private individuals
- Tyler's Excavating and Contracting
- AltaGas
- Talisman
- Rentco Equipment
- Lakeview Credit Union
- R Home Supply
- Action Oilfield Services
- Greensmart Industries
- the Elks
- Rips Shoe Renew

This is a flavour of the cooperation we have had.

Typical events sponsored by the Bear Mountain Nordic Ski Club:

- Winter Games competition in Whistler and Callahan Valley
- Jack Rabbits learn to ski programs for kids
- Loppets
- School skiing on our trails

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- School and community ski instruction at Kin Park, where we groom and set trails and teaching lanes.
- Moonlight skis
- Family days
- Ski lessons for adults
- Work weekends
- Cat tours for seniors
- Zone qualifying events
- Provincial Games
- Outdoor/environmental Studies programs for school students
- Opportunities for the public to hike, bike, bird watch and horseback ride
- Participation in Canada Ski Fest
- Coaching clinics
- Waxing and equipment clinics
- Birthday parties
- Cabin stays
- Guided hikes
- Snowshoeing

RULES AND FEES

RULES:

1. **WALKING IS NOT PERMITTED ON GROOMED TRAILS.**
2. **All users must wear membership tags so they are visible.**
3. **NO DOG WALKING** allowed on trails in winter.
4. **Snowshoeing** on the extreme outside edge of the trails **ONLY!** Stay OFF set tracks and skate pad. Use snowshoe trails.
5. **You are responsible for your own safety!** Be prepared and know your capabilities.

Membership Fees

Adult (19 - 59)	\$120.00
Senior (60+)	\$100.00
Youth (6-18)	\$55.00
Couple	\$220.00
Senior Couple (60+)	\$180.00
*Family	\$265.00

**A family is defined as parents and dependant children to age 18 living in same household. Fees cover 2 adults and 2 children. ADD \$20 fee for each additional child. Membership includes CCBC Insurance.*

Youth Ski Program \$ 45.00

**members only*

**some equipment available for new members*

Day Pass Fees for Non-Members

Single Person	\$ 10.00
Family	\$ 15.00

Membership Information:

Linda Johnson 250-782-6337

Trail Information/Conditions:

Pat O'Reilly 250-782-8796

General Club Information:

Rob Jones 250-719-4558

Chris Garwah 250-782-9705

Dillon Stuart 250-219-7269



BEAR MOUNTAIN NORDIC SKI ASSOCIATION

Is a family ski club open to members from throughout the Peace region.

Has a mission to make winter the most enjoyable season of the year by organizing ski lessons and clinics, youth ski programs, family events, tour days, picnics, races and more.

Provides hiking, cross-country running, wildlife watching, mountain biking, and horseback riding facilities in the summer.

Is based on volunteerism and has benefited from the hard work of individuals, companies and agencies. It can only continue with the help of your membership and participation.

Each member is encouraged to put in 10 hours volunteering on club projects and activities. We do development work winter and summer. Please help us keep the club going.

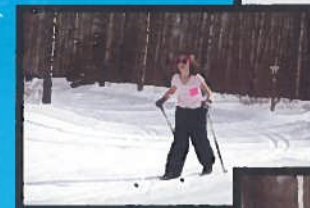
Mail form and fees to:

**Bear Mountain Nordic
Ski Association**
Box 21033
Dawson Creek, BC
V1G 4X8

February 17, 2016

15502
RADAR LAKE R3
Discover...R-2

BEAR MOUNTAIN NORDIC SKI ASSOCIATION



R-2

Bear Mountain Nordic Ski Association **Income Statement Apr 01, 2014 to Mar 31, 2015**

REVENUE

Sales Revenue	
Membership	14,319.07
Ski Lessons	657.14
Drop Box	2,710.51
Fundraising	5,509.50
Donations - In kind	21,571.33
Donations	5,504.43
Grants	1,500.01
Peace River Regional District Gr...	20,865.91
Rental	38.10
Rental - Caretaker	3,900.00
Gaming	4,875.00
Net Sales	81,451.00
Total Other Revenue	5.30
TOTAL REVENUE	81,456.30

EXPENSE

General & Administrative Expe...	
Advertising & Promotions	26.75
Bookkeeping - in kind	2,000.00
Caretaker facility	300.67
Club activities	128.59
Coaching - in kind	3,600.00
Contract work	22,041.50
Contract work - In kind	5,758.00
Society Fees	40.00
CCBC Registration	3,242.00
DCAA Registration	540.00
Interest & Bank Charges	38.50
Insurance	2,721.00
Office Supplies	679.18
Grant Applications	39.64
Miscellaneous	26.86
Safety Training	983.22
Ski Supplies	1,051.77
Ski Programs	185.38
Ski equipment	3,116.54
Trail Maintenance	64,737.92
Trail maintenance - In kind	6,473.33
Repairs & maintenance - in kind	450.00
Repair & Maintenance - equipment	5,643.46
Snowplowing	1,350.00
Building Repairs & Maintenance	1,436.37
Shop supplies	2,441.65
Small Equipment	7,014.49
Fuel	602.94
Fuel - in kind	2,940.00
Utilities - Shop	244.57
Total General & Admin. Expen...	139,854.33
TOTAL EXPENSE	139,854.33
NET INCOME	-58,398.03

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Bear Mountain Nordic Ski Association **Balance Sheet As at Mar 31, 2015**

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ASSET

Current Assets

Petty Cash	20.00	
Gaming	1,891.59	
BMNSA chequing account	28,101.15	
Snow Cat Account	0.00	
Total Cash		30,012.74
Total Receivable		2,960.37
Prepaid Co-op account		31.60
Prepaid Windsor Plywood Account		0.00
Total Current Assets		33,004.71

CAPITAL ASSETS

Snowcat	43,450.30
Snowcat Roller & Groomer	20,000.00
Flex Tiler	26,000.00
Twin Track	0.00
Twin Track Roller & Groomer	4,000.00
Bobcat/Stump Grinder	10,027.20
Grooming Equipment	1,800.00
Trail Equipment	12,500.00
Yamaha Side-By-Side	6,955.00
Ski Equipment	17,271.39
Ski Equipment Trailer	8,165.61
Misc. Equipment	4,345.51
SeaCan	0.00
Rental Shack	0.00
Shop	92,382.74
Caretaker Facility	97,594.61
Total Capital Assets	344,492.36

Total Other Assets 0.00

TOTAL ASSET 377,497.07

LIABILITY

Current Liabilities

Account Payable	25,198.64
Other Trade Payables	46,496.66
GST Charged on Sales	886.18
GST Paid on Purchases	-2,972.37
Total Payable	-2,086.19
Total Current Liabilities	69,609.11

Total Long Term liabilities 0.00

TOTAL LIABILITY 69,609.11

EQUITY

OWNERS EQUITY

Retained Earnings - Previous Year	366,285.99
Current Earnings	-58,398.03
Total Equity	307,887.96

TOTAL EQUITY 307,887.96

LIABILITIES AND EQUITY 377,497.07

**BEAR MOUNTAIN NORDIC SKI CLUB
ACTUAL TO BUDGET COMPARISON
YEAR ENDED MARCH 31, 2015**

	To 31-Mar-15	Budget	2015 Variance
INCOME			
Memberships	14,319.07	14,500.00	180.93
Drop Box	2,710.51	3,000.00	289.49
Ski lessons	657.14	200.00	457.14
Fundraising	5,509.50	5,000.00	509.50
Donations - cash	5,504.43	10,000.00	4,495.57
- in-kind	21,571.33	20,000.00	1,571.33
Grants - other	22,365.92	14,000.00	8,365.92
- Gaming	4,875.00	40,000.00	35,125.00
Rental-caretaker	3,900.00	3,600.00	300.00
Rental - ski equipment	38.10	-	38.10
Interest & sundry	5.30	100.00	94.70
	<u>\$ 81,456.30</u>	<u>\$ 110,400.00</u>	<u>\$ 28,943.70</u>
EXPENSES			
Adventure ski playground	-	500.00	500.00
Advertising & promotion	26.75	1,500.00	1,473.25
Bookkeeping - in kind	2,000.00	-	2,000.00
Caretaker facility	300.67	2,000.00	1,699.33
Club activities	128.59	1,000.00	871.41
Coaching - in kind	3,600.00	-	3,600.00
Contract work	22,041.50	20,000.00	2,041.50
Contract work - In kind	5,758.00	-	5,758.00
Courier & postage	-	100.00	100.00
Fees - Society	40.00	40.00	-
- CCBC	3,242.00	2,500.00	742.00
- DCAA	540.00	650.00	110.00
- Safety Training	983.22	1,500.00	516.78
Freight	-	-	-
Fuel	602.94	9,000.00	8,397.06
Fuel - in kind	2,940.00	-	2,940.00
Grant applications	39.64	-	39.64
Insurance	2,721.00	4,000.00	1,279.00
Interest & bank charges	38.50	10.00	28.50
Office supplies	679.18	1,000.00	320.82
Miscellaneous	26.86	350.00	323.14
Rental expense	-	200.00	200.00
Repairs & maint - equip	5,643.46	8,000.00	2,356.54
- building	1,436.37	6,000.00	4,563.63
- in kind	450.00	-	450.00
Shop supplies	2,441.65	2,000.00	441.65
Ski supplies	1,051.77	1,000.00	51.77
Ski programs	185.38	1,500.00	1,314.62
Ski equipment	3,116.54	3,000.00	116.54
Small equipment	7,014.49	-	7,014.49
Snowplowing	1,350.00	-	1,350.00
Stump grinding expenses	-	2,000.00	2,000.00
Trail maintenance	64,737.92	46,000.00	18,737.92
Trail maintenance - in kir	6,473.33	-	6,473.33
Transporting	-	-	-
Utilities - shop	244.57	-	244.57
	<u>\$ 139,854.33</u>	<u>\$ 113,850.00</u>	<u>-\$ 26,004.33</u>
Net Income (Loss)	<u>\$ (58,398.03)</u>	<u>-\$ 3,450.00</u>	<u>-(54,948.03)</u>

February 17, 2016



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "D" - Application Checklist

\$37,500 request
Total project: \$62,000

Year 3 of 5 **R-2**

- seeding trails
- replace culverts
- improve trail width
- upgrade solar/wind system on caretaker fac.

Applicant Name: Bear Mountain Nordic Ski Association

Date: October 28, 2015

All application packages must include the following items.

- ☒ Completed Recreational Trails Grants-in-Aid application form.
- ☒ Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- ☒ Project budget including sources of revenue (confirmed and pending), donations and expenses.
- ☒ Three (3) quotes for any items valued at over \$3,000. telephone only.
- ☒ Current and year-end financial statements.
- ☒ Map of the proposed project and route.
- ☒ Pictures of the proposed project and route. - included in 2015 annual report/map included.
- ☒ Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands. email (land use agreement #16660-20/5989)
- ☒ Two (2) letters of support from other organizations or groups supporting the project

FOR REGIONAL DISTRICT USE ONLY:

Follow up: _____

*Require second letters of support - emailed

Comments/Considerations: _____

- Used as a year round recreation area
- Working towards increasing accessibility and variety of use
- Upwards of 3,000 volunteer hours annually
- Year 3 - "build and fund to replace the 1997 snowcat groomer"

February 17, 2016

CSC Use Only

☒ Schedule C - Trails Annual Report

☒ BC Online check

☒ File a copy electronically in groups file



QUOTE

R-2

Box 2393
Dawson Creek, British Columbia V1G 4T9
Canada

Quote No.: 201600201
Date: 02/01/2016
Page: 1
Ship Date:

Sold To:

Bear Mountain Nordic Ski Association
P.O. Box 21033
Dawson Creek, BC V1G 4X8

Ship To:

Bear Mountain Nordic Ski Association
P.O. Box 21033
Dawson Creek, BC V1G 4X8

Business No.: 89604 3106 RT0001

Item No.	Quantity	Unit	Description	Tax	Unit Price	Amount
	1	Job	Supply dozer and excavator to level and widen cross country ski trails and replace 20 culverts including culverts that range in size from 8 inch to 24 inch by 20 feet long.	G	33,000.00	33,000.00
			Subtotal:			33,000.00
			G - GST 5% GST			1,650.00
Steve Hartnell Ventures Ltd. GST: #89604 3106 RT0001						
Shipped by					Total Amount	34,650.00
Comments						
February 17, 2016						
Sold By:						



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The Best Place on Earth

File : 16600-20/5989

(Bear Mountain Nordic Ski Club)

February 1, 2016

To whom it may concern:

c/o Bear Mountain Nordic Ski Association

Box 21033

Dawson Creek BC

V1G 4X8

Re: Letter of support for the ongoing facility development and equipment upgrades for the Bear Mountain Nordic Ski Club.

The Bear Mountain Nordic Ski Club has been a dedicated, long standing partner of Recreating Sites and Trails BC. They have a strong partnership with the community and provide an outstanding year round recreation experience for the residents Dawson Creek, BC. For the last 25 years this club has demonstrated perseverance and dedication to providing a recreational resource for local residents. The Club has a great working relationship with the local snowmobile club and the province.

This letter is in support of the ongoing facility development and equipment upgrades. Specifically there is a need to replace approximately 40 aging culverts on the 25 km trail network. There is also a need to widen and recontour some sections of trail to better manage the trail network. Additionally the maintenance costs of the old grooming equipment has become a severe burden on the clubs resources and replacement is necessary.

If you require further information or wish to chat about the Bear Mountain club please do not hesitate to contact me.

Yours truly,

Trevor Hann, RB Tech., BEOL

Recreation Officer, Peace - Fort Nelson

9000-17th Street, Dawson Creek BC V1G 4A4

Phone: (250) 784-0178

Email: Trevor.Hann@gov.bc.ca

February 17, 2016



R-2

Rotary Club of Dawson Creek
11705 – 8th Street
Dawson Creek BC
V1G 4N9

To Whom It May Concern:

We strongly support the ongoing facility development and programming of the Bear Mountain Nordic Ski Facility. In particular we support the dirt work upgrades to the trails and culverts and the establishment, by the club, of a fund to replace their snowcat groomer over the next 2 or 3 years.

We have worked with the club for many years and have appreciated their diligence in carrying out development projects and running effective programs.

Yours truly,

Teresa Crate
President
Rotary Club of Dawson Creek

February 17, 2016



Rotary Club of Dawson Creek Sunrise

R-2

January 16, 2016

To Whom It May Concern,

Please accept this letter as affirmation of our strong support of the Bear Mountain Nordic Ski Association and the ongoing development of their facilities and programs. In particular, we are supportive of their efforts to upgrade the dirt works of the trails and culverts as well as their establishment of a fund to replace their snowcat groomer over the next 2 or 3 years.

We have worked with the Bear Mountain Nordic Ski Association for many years and very much appreciate their diligence in carrying out development projects and commitment to running effective programs. The facilities and programs made available by this club bring significant value to the quality of life for the residents of the community of Dawson Creek and the surrounding areas.

Sincerely,

Marlana Blouin
President 2015-16
Rotary Club of Dawson Creek Sunrise
mblouin@lvcu.ca
20-719-6445

February 17, 2016

Geopat Services, Inc. *Brassay Creek*
 Box 754
 Dawson Creek

R-2

Dear Mr. [unclear] [unclear] [unclear]

A\$56.

Jan 20/16
 Terms:
 Estimated Delivery Date:

We thank you for the opportunity of submitting the following prices and specifications.

Quantity	Description	Unit Price	Amount
8 km	widen & level cross country ski trails Per km	2000	16000
30	pipes for Drainage supply & instal	400	12000
8 days	Supervision & support equip	750	6000
	Mob & Demob of equipment	1600	16000
Total			35600

This quotation is valid for 180 Days

By Geo. Hrenchen

This is not an invoice

February 17, 2016

Marion Construction & Excavation Ltd.
Address: Dawson Creek, BC V1G 5A1
Phone:(250) 782-5711

R-2

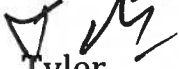
Attention Pat O'Reilly

Re: Bear Mountain Nordic Ski Association storage facility

Pat, just leaving for Mexico, so I thought I would get this off to you. I estimate that the cost of that 14 X 24 foot storage area, attached to the existing shop, would come in at about \$11,000.00. We can pick up on details when I get back.

That would include the attachments to the existing SIP wall shop, hole drilling to rock, lumber, metal cladding to match the shop, metal roofing, screws, cable ties, doors and door fixtures. It would be a pole style structure, the poles consisting of four treated 6 X 6 with a 6 X 6 beam supporting a shed roof. The walls will be strapped for the cladding. The roof would be cable tied back to the shop wall. No windows, shale floor.

Thank you,


Tyler

February 17, 2016

QUOTE 1516.BMNSA.02

DATE 29 January 2016

FOR Bear Mountain Nordic Ski Assn.
PO Box 21033
Dawson Creek, BC V1G 4X8

R-2

PH
FAX

ATTN Pat O'Reilly
REF Bear Mountain Nordic Ski Trails
JOB Pending

OFFICE 250.782.8796
CELL 250.219.6235
FAX

TERMS Valid 120 Days

SUBTOTAL \$37,800.00

QUOTE

Trail widening including brush removal and leveling

8000 @ \$1.50 metre \$12,000.00

Drainage Pipe, supply and install

30 @ \$500 daily \$15,000.00

Survey

8 @ \$600 daily \$4,800.00

Supervision/Labour

8 @ \$500 daily \$4,000.00

Equipment Logistics

1 @ \$2,000 flat rate \$2,000.00



INTEGRITY PROJECTS INC

•PO Box 22 Stn Main • Dawson Creek, BC • V1G 4E9 • 250.784.7265•



R-2

PEACE RIVER REGIONAL DISTRICT**Recreation Trails Grants-in-Aid**

Schedule "A" - Application

Date: December 10, 2015

Referred To

Bryna

Society Number: 46479

APPLICANT INFORMATION

1) Name of Organization: Whiskey Jack Nordic Ski Club

2) Contact Person: Eliza Stanford

Position: President

Mailing Address: 9508 113 Avenue, Fort St. John, BC V1J 2W9

Fax:

Phone: 250 785 0973

Email: eliza.s@telus.net / whiskeyjacknsc@gmail.com

Website:

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

3) Purpose of your organization & description of the types of activities your organization is involved in.

- Maintain cross country ski trails at Beatton Park and the Links Golf Course
- Offer children's ski programming (cadet - baithlon, after school ski lessons and Saturday Jackrabbits
- Maintain and keep clear the trails at Beatton Park, for summer and winter users

4) If applicable, does your organization own any facilities or properties? ☐ Yes ☒ No (please check one)
Please give the 9-1-1 (civic) address and legal description of the property that your organization either leases or owns.

5) Organization Executive:

President/Chair

Name: Eliza Stanford Phone: 250 785 0973 Email: eliza.s@telus.net

Vice President/Vice Chair

Name: John Palmer Phone: 250 262 9571 Email: jr-palmer@hotmail.com

Treasurer

Name: Danielle Layman Phone: 250 785 8510 Email: dlayman@telus.net

Secretary

Naomi Donat

250 262 0048

ndonat01@telus.net



Name: Whiskey Jack Nordic Ski Club Phone: 250 785 0973

Email: whiskeyjacknsc@gmail.com

6) Please provide a 5 year action plan for your organization.

Year 1: Continue planning/consultation with BC Parks, secure FN approval and Park permit for projects

Year 2: Continue fundraising for shop, conduct clearing and all site prep as required

Year 3: Complete shop, and any site clean-up as required

Year 4: Fundraise to purchase used groomer

Year 5: Fundraise for daylodge

PROPOSED PROJECT INFORMATION (please complete the questions below or attach a separate sheet)

7) Describe the project for which your organization is requesting funding.

Upon completion of the Trail Project at Beaton Park it became evident we needed a larger grooming machine to adequately maintain the expanded trail system. The more specialized groomers cannot sit outside in the winter and there is no available storage for such a machine at the Park. The WJNSC needs to build a larger (30x40) storage shop in which to store the larger grooming machine. Additionally, Parks wants the WJNSC to vacate the existing compound due to the summer contractor wanting more space.

8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.

Although opportunities for healthy lifestyles are already in place, the WJNSC is trying to increase the quality of the skiing experience by bringing in a bigger grooming machine which will be able to better groom the trails, particularly in icy conditions and during periods of heavy snow. Our current snow mobiles cannot deal with hard packed snow, prevalent during freeze/thaw cycles. A larger groomer will enable the grooming to be done to a higher standard resulting in better quality ski conditions.

9) Describe how the project will foster "regional pride" in the natural environment of the Regional District.

* Beaton Park is publicly accessible, close to the population base, offers a wide variety of activities with an extensive trail network with close proximity to Charlie Lake. By increasing the ski club's presence in the Park, more people will come out and enjoy the natural beauty, in all seasons. We have already heard from several members, some of whom are professionals in the community, that the ski trails are one of the main reasons they choose to stay in the area.

10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.

Our long term goal is to build a shop, acquire a larger grooming machine and build a daylodge. When all of these projects are realized, we will have built our club into something year round, and will be able to partner with other groups, such as the local bike club, hiking groups, school groups, to be able to offer a facility within the Park and beautiful trail system. The daylodge, when built, will be accessible to people with disabilities. A daylodge will allow the club to conduct the programming that is being demanded of our membership and the community at large.



- 11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).

There are no conflicts with private land owners as the whole project will take place on Provincial crown land.

- 12) Describe how the project will build on the Provincial Trails Strategy

(http://www.sitesandtrailsbc.ca/documents/Trail_Strategy%20for_BC.pdf)

The guiding principles of the Trails Strategy are to encompass environmental stewardship (we improved all stream crossings for better stream flow and less erosion around culverts), recognition of FN (interpretive signage has been offered), respect between different trail users (we encourage snowshoeing on the dedicated snowshoe trails within the Park), recreation for all (trails are heavily used in summer by hikers, bikers and horseback riders), and the benefits to the community are the provision of a solid year round recreational facility which is the principle outdoor destination in the region.

- 13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?

Our organization has approximately 25-30 regular volunteers. We have a core group of 12 volunteers who consistently contribute to the running of the club. Volunteers contribute approximately 500-600 hours per year.

- 14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?

Increased costs will include insurance for the shop, and groomer when acquired and we will have to increase our membership fees, conduct internal fundraising such as a raffle as well as look for corporate sponsors.

- 15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:

Geographic Coverage	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
Environmental, education or heritage representation	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
Partnerships	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
Proximity	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.



Peace River Regional District

R-2

Recreation Trails Grants-in-Aid
Schedule "A" - Application

Already established as an unofficial trailhead	Trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
User and site safety and the capacity to maintain	User and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

18) TOTAL funds requested from the Regional District:

20,000

INCLUDE THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- ✓ a) Application Checklist
- ✓ b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- ✓ c) Project budget including:
 - ✓ i. Detailed cost estimates
 - ✓ ii. Sources of confirmed revenue
 - ✓ iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
 - ✓ iv. Sources of donations for labour and/or materials
- ✓ d) Three (3) quotes for any items valued at over \$3,000
- ✓ e) Current and prior year-end financial statements (balance sheet and income statement)
- ✓ f) Map and pictures showing the location of the project and planned route - map
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.

Pending

Provided • rationale for late application • annual report
• rationale for why BC parks won't provide a letter of support and timeline for expected letter to be received.

[Signature]

Signature of Applicant

250 785 0973

Phone

15)

Geographic Coverage:

The Beatton Park Trails are the main trail system in the Fort St. John / Charlie Lake area. There are no other established publicly accessible trails in the area other than the Charlie Lake Provincial Park trails on the west side of the lake. Beatton Park serves the whole of the North Peace.

Environmental, education or heritage representation:

The WJNSC has reached out to the FN community to establish interpretive signage in the Park. To date this project has not been completed but the funding is available for the signs.

Partnerships:

The WJNSC partners with the Rocky Mountain Cadets, the Blizzard Bike Club, School District 60 to provide programming, facilities and an exchange of volunteer labour.

Proximity:

Beatton Park is not located near another park with existing trails, but summer lake access means the Park is connected to Charlie Lake Park and any water users of the lake.

Already established as an unofficial trailhead:

The Beatton trails are very established and recognized within BC Parks.

User and site safety and the capacity to maintain:

The WJNSC maintains the trails, which includes removing all downed trees. Sometimes this involves hiring a backhoe and operator to clean up. The WJNSC incurs all costs associated with clean up and maintenance of the trails.

Extraordinary General Meeting
Held at Beaton Park, December 13, 2015

1. Meeting commenced at 1:15 pm.

Present at meeting: Davide Loro, John Palmer, Ken Johnson

2. Motion on the table, to approve the storage facility project at Beaton Park.
Motion made by John Palmer, seconded by Ken Johnson, carried.

3. Motion on the table, to approve the application to the PRRD for the storage facility for \$20,000. Motion made by John Palmer, seconded by Davide Loro, carried.

4. Meeting adjourned 1:25 pm

2016

R-2

PROJECTED REVENUE - SHOP

Grants:	confirmed		
PRRD - Rec. Trail grant 2015	Y	\$	15,000
PRRD - Rec. Trail grant 2016		\$	20,000
Other gov't grants		\$	31,140
Provincial grant	Y	\$	25,000
Corporate		\$	12,500
NDIT - 2016		\$	30,000
WJNSC contribution	Y	\$	8,000
WJNSC raffle 2015	Y	\$	3,500
WJNSC raffle 2016		\$	5,000
In-kind		\$	10,000
TOTAL		\$	160,140

PROJECTED EXPENSES - SHOP

Item Description	Unit	Est. qty.	Unit price	Amount
surveying, flag boundaries	day	1	\$ 3,000	\$ 3,000
Hand falling larger trees	hour	10	\$ 150	\$ 1,500
trails access - mulcher	day	2	\$ 10,000	\$ 20,000
mob / de-mob of mulcher	4 hr. min.	2	\$ 600	\$ 1,200
Foundation	s/i	1	\$ 19,830	\$ 19,830
remove organics, grade site	hour	10	\$ 1,100	\$ 11,000
remove stumps from site	load	4	\$ 600	\$ 2,400
packer rental	day	2	\$ 100	\$ 200
60D hoe rental	day	1	\$ 600	\$ 600
skid steer rental	week	1	\$ 1,600	\$ 1,600
1200 sq. ft. steel building	* s/i	1		\$ -
package				\$ -
Building package delivery	* s/i	1		\$ -
to site				\$ -
Building installation	* s/i	1	\$ 47,256	\$ 47,256
garage door		1	\$ 5,000	\$ 5,000
Electrical exterior		1	\$ 4,000	\$ 4,000
Electrical interior		1	\$ 2,000	\$ 2,000
Electrical fittings	ea	9	\$ 100	\$ 900
electrical tie in to Hydro pole	**	45'		\$ 3,000
Locks and hardware	ea	3	\$ 200	\$ 600
Signage	ea	3	\$ 500	\$ 1,500
Fire extinguisher	ea	4	\$ 70	\$ 280
Shelving		1	\$ 400	\$ 400
Site clean up	day	1	\$ 2,500	\$ 2,500
Seeding	ea	2	\$ 100	\$ 200
Chain link fence 8' high	foot	40	\$ 75	\$ 3,000
Archeological assessment		1	\$ 1,700	\$ 1,700
Structural engineer		1	\$ 2,500	\$ 2,500
Geotechnical report		1	\$ 2,500	\$ 2,500
Fuel for equipment	litre	400	\$ 1	\$ 400
Licenses and fees		1	\$ 210	\$ 210

Site Prep Subtotal		\$	139,276
Contingency		\$	13,900
GST	5%	\$	6,963.80
TOTAL		\$	160,140
Difference		\$	0

*s/i = supply and install

** application to Hydro has not yet been made

INTEGRITY

Post Structures

IntegrityPostStructures.com

Quote Number: **46752**

Eliza Sanford

FSJ, British Columbia, (250) 261-

eliza.s@telus.net

6978

Building

30' x 40' x 16' Machine Shed

Salesperson: Jason Murrell

son@integritypostframe.com

Phone: (780) 581-5559

Fax: (403) 770-8593

R-2

Quote Created: October 2, 2015

Quote Expires **October 17, 2015**

\$47,256 + GST

* Includes Labour / Materials / Freight / PST

Standard Features

Posts	4' O.C. 3 ply 2" x 8", glued, nailed and factory gusset pressed, standard laminated posts with PWF bottoms. Includes the new Integrity Post Disc. (Eve posts only, gable posts are estimated at 8' O.C. or 6' O.C.)
Trusses	4' O.C. Engineered and designed to meet or exceed local conditions
Strapping	2" x 6" wall and roof strapping @ 2' O.C.
Metal Cladding	Premium 29 gauge Hi-Tensile FC36 profile metal including a 3/4" (large rib)
Engineering	Engineered Blueprints And Schedules

Included Options	Quantity	Width	Height	Window Inserts	Location	Insulated	Operator
Prepared Opening	1	20	14		End Wall		
3' Standard Steel Door	2				CHOOSE		
Gable Vents	8						
Attic Hatch	1						
Mezzanine		0		0			

Upgrade Options

To upgrade to our Concrete Perma Columns add **\$4,084.79**.

Insulation Package Details

30' x 40' x 16'

Walls	R28 insulation & 6mm CGSB vapour barrier, 2"x4" strapping @ 2' O.C. bright white metal lined
Ceiling	R40 insulation & 6mm CGSB vapour barrier, bright white metal lined

Warranty

We stand behind our buildings with a lifetime warranty on Perma-Columns, manufacturer's 40-year warranty on paint on metal cladding and 5-year warranty on workmanship

Expiry

Integrity Post structures was the best of our initial quotes so we asked them to upgrade to an insulated shop.



Kalmar Construction Ltd.

Fort St. John, B.C.

Ph: 250-787-7118

Fax: 250-787-5110

Customer: Nordic Ski Club

Project: Garage





January 30, 2015

R-2

Quote 2015.010

Attention: Eliza

Regarding: Garage for snow groomer

We are pleased to provide a budget proposal for the construction of a 30' x 40' garage

Scope of Work:

Concrete Slab

- Base prep for 30' x 40' thickened slab
- Supply and install formwork
- Supply and install reinforcing
- Supply and pour concrete
- Strip formwork

Building

- Frame only walls
- Frame only roof system
- Install only cladding on walls and roof
- Install only 18' x 10' overhead door
- Install only (1) 3'0" x 7'0" man door
- Install only plywood on interior of building
- Supply and install lights
- Supply and install plugins
- Tie into existing panel

Specifications:

- 150mm thick concrete slab with 600mm thickened edges
- 30 mpa concrete Type GU
- 10mm reinforcing @ 300mm on center
- Building as per package priced by Home Hardware

Quote Does Not Include:

- Engineering drawings
- Engineering fees
- Job site trailer
- Washroom facilities
- Insulation
- Mechanical



GOODON INDUSTRIES LTD.

Box 777, Boissevain, MB, R0K 0E0 Call Toll Free 1-800-665-0470

Phone: 204-534-2468 Fax: 204-534-2267 www.goodon.com

Eliza Stanford
Fort St John, BC
Ph: 250-785-0973
Fx:
Cell:
Em: eliza.s@telus.net

Quote#: 1503007
Date: March 2nd, 2015

R-2

Eliza,

Based on your email inquiry, I am pleased to present you with a quote for material supply and construction on a 30'x40'x16' Laminated Post frame building. The specifications included in the quotation package are listed below.

Specifications:

- 4 ply 2"x 6" laminated poles with pressure treated bottoms @ 4' o.c.
- Engineered trusses @ 4' o.c.
- High tensile colored metal walls, white metal roof
- 2"x 6" strapping on walls and 2"x 6" strapping on roof @ 2' o.c.
- 1 -20 '(W)x 14'(H) opening only end wall
- 2 - 3' insulated steel walk in door(s)
- 4 - Gable vents
- All hardware to complete

Total delivered price -	\$33,000.00
Labor to erect -	Included
Colored metal -	Included
G.S.T. -	Extra (5%)
Structural Blueprints -	Included required by District for permits
Farm/Personal Use Structure	

Interior Insulation Package: **Not Included**

Note, if the building is for a commercial application, specifications will change and engineering will be required therefore affect the pricing.

NOTE,

With a **20% deposit** you will secure your spot for 2015 and lock in the price

For more information please contact me at

Alain Turcotte
Sales
Goodon Industries

Ph: (780) 975-3748
Fx: (780) 665-7050
Em: al@goodon.com

- Plywood on ceiling
- Winter heating or hoarding
- Building permit
- Anything outside scope of work

Clarifications:

- Home Hardware material pricing shown separately with the cost of insulation removed
- Building as priced is designed to be place on a concrete slab with pricing shown separately
- Based on starting construction after ground has thawed
- Home Hardware package is shown with no mark up. To save the Nordic Ski Club money, we would recommend buying the package directly to avoid third party charges

Home Hardware Package	\$22,308.22 + GST
Building Labor + Lighting	\$31,500.00 + GST
Concrete Slab	\$23,000.00 + GST

Kalmar would recommend carrying a budget total of **\$80,000.00 + GST**

Thank you for the opportunity to provide a budget for this project, if you require any further information please let me know.

Thanks,

Aaron Henry



W.L. Construction Ltd.
P.O Box 6357
Fort St. John, BC
V1J 4H8

R-2

Telephone (250) 787- 7707
Fax (250) 787-2350

December 17, 2014

To: Eliza Stanford

Re: Cold Storage shed

W.L. Construction is pleased to provide you with an estimated budget of **\$46,172 (Forty Six Thousand One Hundred Seventy Two Dollars) +GST** for a 40'x30' slab on grade foundation and installation of wood building package with metal cladding. This price includes the following:

- Gravel package to be approximately 40'x50'x18"
- Supply and install gravel including equipment for compaction and spreading
- Dig thickened edge for concrete slab
- Supply and install rebar
- Supply and install concrete including pump truck for placement and finishing
- Saw cut and seal concrete

Estimated Foundation costs \$19,830

- Install 2x6 wood wall package
- Install gable wood trusses and strapping
- Install 7/16" OSB on roof
- Install 1/2" Plywood on inside of shop walls
- Install metal cladding on outside walls
- Install metal fascia and soffit
- Install one man door and one overhead door
- Allowance for Zoom Boom for one day to place trusses and man lift for two weeks

Estimated Building costs \$26,342

Not Included:

- Structural engineering (Estimated at \$800-\$1,200)
- Geotechnical report
- Cutting and clearing, or removal of brush and top soil
- Weeping tile, or sump
- Asphalt shingle installation
- Insulation, or vapour barrier installation

If you have any questions please contact the undersigned. We look forward to working with you on this project.

Regards,
Carina Milan
Estimator/Project Manager
250-787-7707
cmilan@wlconstruction.com

Sub Total	\$6,924.72
PST 7%	\$343.03
GST 5%	\$346.24
Eco Fee	\$0.00
Total	\$7,613.99

Peace River Building Products
 9511 85 Ave
 Fort St John, BC
 V1J 6M5
 (250) 785-2116
 (250) 785-9113

13-01-2015

Page 3 of 4

R-2

ASSIGN

Stanford, Eliza
 BC

Part Number	Description	Ordered	Shipped	List	Price	Total
Pick-Up Pricing - Delivery Available Quantities/ Measurements to be Confirmed by Customer Metal is Custom Order - Arrives the week after order is placed If customer prefers us to do Blown-In Insulating - \$1.25/sq.ft.@R52 (approx.1200sq.ft.)						
DC1-Col-29-04	DC1 Drip Cap Colored 29ga - 4"	15	15	9.70	9.70	145.50
	Metro Brown					
JMDC-Col-29-04	JMDC- J Trim Colored 29ga - 4"	25	25	9.70	9.70	242.50
	Metro Brown					
Stitch-MetBr-pcs	#14 Stitch Screws HH WW-Metro Brown	140	140	0.14	0.14	19.60
Insulation						2,357.90
Poly-CGSB-20ft	CGSB Vapor Barrier Poly - 20ft x 100ft - 2000sqft	2	2	89.95	89.95	179.90
R20-15	R20-15 Fiberglass - Brown - 78.33sqft	23	23	37.21	36.09	830.09
	Walls - 1680 sq.ft.					
Stop2424	Insulation Stop - Cardboard 24 x 24	40	40	0.85	0.85	34.00
BlowInCellulose	Blown-In Cellulose Insulation - Bag - 13 SqFt @ R52 (approx 1200sq.ft.)	92	92	12.98	12.98	1,194.16
Acoustical 825ml	Acoustical Sealant Large - 825ml	20	20	5.49	5.49	109.80
Misc	Stanley Staples-1/4" - 5000/box	1	1	9.95	9.95	9.95

Continued Next Page

Peace River Building Products
 9511 85 Ave
 Fort St John, BC
 V1J 6M5
 (250) 785-2116
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13-01-2015

R-2

Page 2 of 4

ASSIGN

Stanford, Eliza
 BC

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Eave1-Col-29-06	Eave Trim 1-Colored-29g-6"	10	10	13.13	13.13	131.30
	Metro Brown					
Stitch-MetBr-pcs	#14 Stitch Screws HH WW-Metro Brown	250	250	0.14	0.14	35.00
Exterior Wall Metal Cladding						2,183.94
Duraclad29gaCol	Duraclad 29ga Colored - 36" coverage	636	636	2.39	2.39	1,520.04
	28.00 @ 144.00 4.00 @ 156.00 4.00 @ 168.00 4.00 @ 180. 4.00 @ 192.00 4.00 @ 204.00 Metro Brown Customer to verify colour					
14C-MetBr-114-pcs	#14 HH WW A-Metro Brown-1-1/4"	1,425	1,425	0.10	0.10	142.50
CC2-Col-29-12	CC2 Corner Colored 29ga - 12"	5	5	22.76	22.76	113.80
	Metro Brown					

Continued Next Page

Peace River Building Products
 9511 85 Ave
 Fort St John, BC
 V1J 6M5
 (250) 785-2116
 (250) 785-9113

Invoice ASSIGN R-2

Page 1 of 4
 Terminal 7
 13-01-2015 11:25:45 AM
 PO No.
 BobbiB

Sold To:

Stanford, Eliza
 BC

Estimate

TERMS: NET 10

Part Number	Description	Ordered	Shipped	List	Price	Total
Pick-Up Pricing - Delivery Available Quantities/ Measurements to be Confirmed by Customer Metal is Custom Order - Arrives the week after order is placed If customer prefers us to do Blown-In Insulating - \$1.25/sq.ft.@R52 (approx.1200sq.ft.)						
Roof Metal Cladding						1,821.63
Duraclad29gaCol	Duraclad 29ga Colored - 36" coverage	535	535	2.39	2.39	1,278.65
30.00 @ 214.00 Metro Brown Customer to verify colour						
14C-MetBr-114-pcs	#14 HH WW A-Metro Brown-1-1/4"	1,200	1,200	0.10	0.10	120.00
RR12-Col-29-12	Ridge Cap Colored 29ga - 12"	5	5	22.76	22.76	113.80
Metro Brown						
GT3-Col-29-09	Gable Trim 3-Colored-29g-9"	8	8	17.86	17.86	142.88
Metro Brown						

Continued Next Page

11/05/14

PAGE 2

R-2

 * CONTINUED *
 * HOME HARDWARE BUILDING CENT *
 * 9820 108th Street *
 * 250 787 0371 *
 * FORT ST. JOHN BC V1J 0A7 *

Product	U/M	Qty Ord	Qty Del	Description	Price U/M	Unit Price	Total Price L
7160	EA	55		4X8-7/16" O.S.B.	EA	11.290	620.95
MISC	EA *	1		TRUSS PACKAGE 4/12 PITCH	EA	3848.610	3848.61
				24 O/H 19 COMMON 1 DSGE			
				1 DSGE STRUCURAL 2 LADDER			
WARE	EA	17		WHITE ALUM ROOF EDGE 9'10	EA	6.990	118.83
425				**WINDOWS AND DOORS**			
MISC	EA *	1		TX450	EA	3212.000	3212.00
30401PR6	EA *	1		3/0 DOOR,MET.6-PANL RH 6"	EA	309.990	309.99
FV1714	EA	1		17A VILLA ENT 4-1 KD	EA	24.990	24.99
FV436A	EA	1		32D GT SNG D'BOLT 4-1 KA5	EA	23.990	23.99
440				****METAL CLADDING****			
2416	EA	140		2X4-16' #2 & BTR DRY SPR.	EA	7.270	1017.80
				ROOF AND WALL STRAPPING			
MISC	EA *	1		METAL CLADDING	EA	3609.300	3609.30
500				***ROOF VENTILATION***			
WACR	EA	17		3/8"X12' WHITE ALUM.CHANN	EA	6.190	105.23
WAF6	EA	17		6"X9'10"WHITE ALUM,FASCIA	EA	13.490	229.33
WAS	EA	20		16"X12 WHITE ALUM,SOFFIT	EA	17.990	359.80
				16SQ FT PER PIECE			
WN4	EA	3		WHITE NAIL SOFFIT	EA	10.990	32.97
				1/2 LB			
600				***INSULATION***			
1072723	BX *	6		STPL4T5-8,1000STCR5019 14	BX	4.290	25.74
2034569	EA	21		SEAL, ACOUSTICAL HB 900ML	EA	6.690	140.49
24IN	EA.	40		24X24 INSULATION STOP	EA.	.990	39.60
2645971	RL	3		POLY 1500 SQFT CGSB 6 MIL	RL	84.990	254.97
R2015	BAG	29		R20X15" F.F. 78.3 SQ.FT.	BAG	46.790	1356.91
				FOR 6"WALL			
WS2	EA *	100		WEATHERSHIELD 2 LOOSE-FIL R52		.979	1174.80
				INSULATION (48 LIFT SIZE)			
700				****PLYWOOD INTERIOR****			
12S	EA	108		4X8-1/2" STD SPR PLYWOOD	EA	26.970	2912.76
				NET BALANCE			23841.32
				TOTAL GST/HST			1192.06
				TOTAL PST			1487.36
				TOTAL			26520.74

11/05/14

PAGE 1

* HOME HARDWARE BUILDING CENT *
 * 9820 108th Street *
 * 250 787 0371 *
 * FORT ST. JOHN BC V1J 0A7 *

R-2

ACCOUNT: CASH-00

LOCATION 01 - HOME CENT

PHONE NO () -

ORDER # 155062-00

ORD DATE 11/05/14

INVOICE#

INV DATE

DEL DATE 11/05/14

SALES ID FRO

PO

STATUS QUOTE

+----- A/R ADDRESS -----+ +--- DELIVERY INSTRUCTIONS ---+
 WHISKEY JACK NORDIC SKI CLU
 B
 RECEIPT REQUIRED FOR RETURN
 OF MERCHANDISE

Product	U/M	Qty Ord	Qty Del	Description	Price U/M	Unit Price	Total Price Loc
A	SFT*	1200		AREA	SFT	.000	.00 01
AS	EA *	1		ALUMINUM SOFFIT	EA	.000	.00 01
G	EA *	1		GYPROC	EA	.000	.00 01
GA	SFT*96.33			GABLE WALL AREA	SFT	.000	.00 01
GH	FT *5.667			GABLE HEIGHT	FT	.000	.00 01
H	LFT*	16		HEIGHT	LFT	.000	.00 01
I	EA *	1		INSULATION	EA	.000	.00 01
L	LFT*	40		LENGTH	LFT	.000	.00 01
ODW	LFT*	20		OVERHEAD DOOR WIDTH	LFT	.000	.00 01
OH	IN *	24		OVER HANG	IN	.000	.00 01
P	LFT*	140		PERIMETER	LFT	.000	.00 01
PITCH	IN *	4		ROOF PITCH	IN	.000	.00 01
W	LFT*	30		WIDTH	LFT	.000	.00 01
WA	SFT*	2240		WALL AREA	SFT	.000	.00 01

300

FRAMING

2108	EA	1		2X10-8' #2 & BTR DRY SPR.	EA	8.770	8.77 01
21216	EA	2		2X12X16 SPRUCE	EA	33.270	66.54 01
2144879	LB	37		NAILS,PHOSPHT COAT 2-1/4	LB	2.000	74.00 01
2144913	LB	32		NAILS,BOX COATED 3 1/2"	LB	1.750	56.00 01
2414	EA	2		2X4-14' #2 & BTR DRY SPR.	EA	5.970	11.94 01
248	EA	1		2X4-8' #2 & BTR DRY SPR.	EA	3.670	3.67 01
2611221	RL	2		GASKET, SILL PLATE 6"75'	RL	10.990	21.98 01
2616	EA	136		2X6-16 #2 BTR DRY SPRUCE	EA	10.870	1478.32 01
2616T	EA	9		TREATED WOOD 2X6-16'	EA	15.270	137.43 01
380	EA	74		GROUND CONTACT ACQ			
				4X8-3/8" O.S.B.	EA	11.090	820.66 01

400

ROOF SYSTEM

1416	EA	8		1X4-16' CONST SPRUCE	EA	4.870	38.96 01
2110664	PK	88		KWIK-KLIPS, 250/BAG 7/16"	PK	15.990	14.07 01
2140347	LB	32		NAILS,ROOF 1-1/4"GV ELECT	LB	2.270	72.64 01
2144860	LB	27		NAILS, BOX COATED 2"	LB	2.000	54.00 01
2410	EA	20		2X4-10' #2 & BTR DRY SPR.	EA	4.470	89.40 01
25MDG	BDL	58		25YR MARATHON DUAL GREY	BDL	21.990	1275.42 01
				3 TAB SHINGLES			
2616	EA	12		2X6-16 #2 BTR DRY SPRUCE	EA	10.870	130.44 01
2682172	EA	38		TIE,HURRICN G185 18GA 4"	EA	1.790	68.02 01

WHISKEY JACK NORDIC SKI CLUB SOCIETY

FINANCIAL STATEMENTS

APRIL 1, 2014 - MARCH 31, 2015

(UNAUDITED - SEE NOTICE TO READER)

Whiskey Jack Nordic Ski Club Society

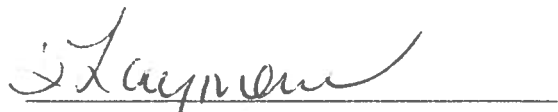
Financial Statements Year Ending March 31, 2015

The financial statements of the Whiskey Jack Nordic Ski Club (WJNSC) have been prepared by Directors in accordance with generally accepted principles, consistently applied and appropriate in the circumstances. The financial statements have, in the Board of Directors' opinion, been properly prepared with reasonable limits of materiality and within the framework of the accounting policies summarized in the notes to the financial statements.

The Board of Directors depends on a system of internal controls that provide reasonable assurance, on a cost-effective basis, that the financial information is reliable and accurate. The system of internal controls is monitored by the Board of Directors. No internal or external audits are conducted into these controls.

The Board of Directors has not engaged any accounting firm to prepare these statements. The responsibility for the accuracy and completeness of the representations in the financial statements remains with the Board of Directors.

Signed, this 31st day of March, 2015.

A handwritten signature in cursive script, appearing to read "Danielle Layman", is written over a horizontal line.

Danielle Layman, Director

WHISKEY JACK NORDIC SKI CLUB SOCIETY**FINANCIAL STATEMENTS**
Year Ending March 31, 2015**Notice to Reader**

We have compiled the balance sheet of the Whiskey Jack Nordic Ski Club as at March 31, 2009 and the statements of income for the year then ended from information provided by the Board of Directors. We have not audited, reviewed or otherwise attempted to verify the accuracy or completeness of such information nor have we engaged anyone to perform such activities. Readers are cautioned that these statements may not be appropriate for their purposes.

Signed this, 31st day of March, 2015.

A handwritten signature in cursive script, appearing to read 'D Layman', written in dark ink.

Danielle Layman, Director

**Whiskey Jack Nordic Ski Club
Statement of Revenue and Expenses
April 1, 2014 - March 31, 2015**

Revenue

Memberships	6,849.00
Interest	83.13
Drop Box	724.65
Grants - corporate	5,000.00
Grant - Imagine Grants (skis)	6,000.00
Donations - individual	220.00
Ski sales	220.00
Ski equipment rentals	100.00
Coaching course grant	<u>1,875.00</u>

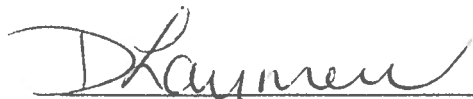
Total Revenue 21,071.78

Expenses

Advertising and Promotion	0.00
Business Fees & Licenses	25.00
Membership Drive - table rental	15.00
Insurance - equipment	2,024.00
Office supplies	14.08
Equipment - maintenance	926.75
Fuel for sleds	594.84
Membership dues - CCBC	1,692.00
Trail Project	8,567.29
Children's programming	560.21
Ski rental expenses	137.76
Rental skis - adult/kids	5,844.16
Coaching course fees	<u>1,940.00</u>

Total Expenses 22,341.09

Revenue less expenses (1,269.31)



Treasurer, Whiskey Jack Nordic Ski Club

WHISKEY JACK NORDIC SKI CLUB SOCIETY**Notes to FINANCIAL STATEMENTS****Year Ending March 31, 2015****1. Purposes of the Organization**

The Whiskey Jack Nordic Ski Club (WJNSC) is a not-for-profit organization incorporated under the Societies Act of British Columbia.

The Constitution of the WJNSC states that the purposes of the organization is to:

- a) to identify the recreational and competitive needs of cross country skiers in the community;
- b) to organize, administer and coordinate appropriate cross country ski opportunities for all ages in the community on a year round basis;
- c) to assist already established cross country ski groups and programs;
- d) to obtain and manage the necessary finances, personnel and equipment to operate community cross country ski programs and facilities;
- e) to encourage and foster the principles of self-development, leadership and sportsmanship in cross country skiing.

The WJNSC as originally incorporated in 1985.

2. Significant Accounting Policies**Basis of Presentation**

The financial statements are presented showing the most recently completed fiscal year. The projected budget provides figures for capital acquisition.

Contributed Services

Volunteer hours contributed to assist the WJNSC in carrying out its service delivery activities are not recognized in the financial statements because of the difficulty of determining their fair value.

Statement of Changes in Financial Position

No Statement of Changes in Financial Position is shown, as it would not provide any material additional information.

3. Related Party

The WJNSC currently holds membership with the Fort St. John Sports Council, and is a member group with Cross Country BC, the provincial sport organization for cross country skiing.

No member or volunteer with the WJNSC received remuneration for their services. Reasonable expenses would be reimbursed.

The WJNSC currently holds no debts.

(Unaudited – See Notice to Reader)

WHISKEY JACK NORDIC SKI CLUB SOCIETY

FINANCIAL STATEMENTS

APRIL 1, 2013 - MARCH 31, 2014

(UNAUDITED - SEE NOTICE TO READER)

Whiskey Jack Nordic Ski Club Society

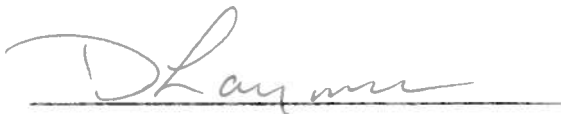
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Signed, this 31st day of March, 2014.

A handwritten signature in cursive script, appearing to read 'DLayman', is written over a horizontal line.

Danielle Layman, Director

WHISKEY JACK NORDIC SKI CLUB SOCIETY**FINANCIAL STATEMENTS
Year Ending March 31, 2014****Notice to Reader**

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Signed this, 31st day of March, 2014.

A handwritten signature in cursive script, appearing to read 'D Layman', followed by a horizontal flourish.

Danielle Layman, Director

Statement of Operations
April 1, 2013 - March 30, 2014

EXPENSES

Fuel	354.86
Membership Insurance	990.00
Equipment - purchase	-
Equipment - maintenance	336.00
Advertising	105.02
Office	204.07
Insurance - sleds	1,974.00
Society fee	25.00
Table rental - one-stop	15.00
Signage	144.45
Trail project	<u>228,592.33</u>
Total Expenses	<u>\$232,740.73</u>

REVENUE

Memberships	4,220.00
Interest	56.72
Drop Box	474.70
Equipment sales - ski swap	85.25
Donations - personal	380.00
Donations - corporate	19,950.00
Grants for trail project	<u>225,916.42</u>
Total Revenue	\$251,083.09
Revenue over Expenses	\$18,342.36



Treasurer, Whiskey Jack Nordic Ski Club

WHISKEY JACK NORDIC SKI CLUB SOCIETY**Notes to FINANCIAL STATEMENTS****Year Ending March 31, 2014****1. Purposes of the Organization**

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The WJNSC currently holds no debts.

(Unaudited – See Notice to Reader)

Completed/Rejected/Cancelled/Status: 2010/11/03/01:00 PM - 10/10/2010/01:00 PM



FOR INFORMATION ONLY 2015-12-07

REC. No.	8
PROJECT No.	2518-13-67
CHART No.	

Agreement with BC Parks

We are currently in discussions with BC Parks with regards to our plan to build a storage building and a day lodge. Due to the changes required as a result of the summer contractor wanting to expand the compound, we are delayed with our park use permit amendment and subsequent FN consultation.

Parks is supportive of our initiatives in principle. However until we get our PUP amendment approved we will not get a letter of support from them, a process which will take about 6 more months.



Box 720, Charlie Lake, BC, V0C 1H0

info@charlielakeconservationsociety.ca

December 14, 2015

Peace River Regional District

Subject: Charlie Lake Conservation Society's Support for Whiskey Jack Nordic Club's Application to the PRRD Recreation Trail Grant

To whom it may concern:

The Charlie Lake Conservation Society (CLCS) supports Whiskey Jack Nordic Ski Club's (WJNSC) proposed shop which will be used to house trail grooming equipment at Beaton Provincial Park, on Charlie Lake. The space could also accommodate club activities until such time as a day lodge could be built.

CLCS has been active in public awareness and education programs for individuals in the Charlie Lake watershed. The CLCS supports the sustainable recreational opportunities and promotion of environmental values of Charlie Lake and its watershed.

The mandate of the Society is:

"To promote conservation efforts for Charlie Lake and its watershed by providing a forum for gathering, sharing and coordinating information for the purpose of developing a comprehensive management plan that will protect, preserve, enhance and support conservation efforts for Charlie Lake and its watershed to the benefit of all."

If you have any questions, please contact the Society at:

info@charlielakeconservationsociety.ca

Yours Truly:

Bruce Kosugi and Edward Stanford

Co-presidents

Charlie Lake Conservation Society

**Whiskey Jack Nordic Ski Club
Rationale for late application**



The WJNSC received a Trail Grant in 2015, towards a storage building for our existing grooming equipment which will eventually house a larger grooming machine. Our current C-can has become small for our needs, and BC Parks has asked us to make plans to move out of the Parks compound as the summer contractor needs all the space there.

In the time since we were approved for the grant, we received another grant from the province for a "shovel ready" project. We assumed that a groomer was probably a more "shovel ready" aspect of our plans so we switched our focus to acquire funds for the groomer. However, we came up slightly short of our desired funding goal and we had to let the groomer go. In hindsight, it was more prudent to proceed with the shop first, a necessary facility in which to store the groomer.

* While all the fundraising trials and tribulations were going on, we were also dealing with BC Parks, trying to get an arch assessment done for the land which will be impacted by the construction of the shop and eventual day lodge. Despite repeated requests to Parks for clarification around how to go about it (we have been told to not talk to FN directly) we received no clear direction. The arch companies told us that the Club has to organize someone from FN, yet we are not supposed to communicate with them. Also the bands that are associated with Treaty 8 are not always in agreement with each other; not all of them have an agreement with Parks; Beaton Park falls within the Doig territory and they do not have an agreement with Parks. So there are other issues that cause delays which are out of our control.

- another location for shop?
- How long? til settled?

Recently Parks informed us that they want us to relocate our proposed shop, to be adjacent to the compound, which is also undergoing an expansion proposal by the summer contractor. This change meant re-drawing our plan and adjusting our budget. We are hopeful that if we combine our project with that of the summer contractor, the process for permit approval and FN consultation will be streamlined.

As a consequence of these events we are late with this application.

Respectfully,

Eliza Stanford
President, Whiskey Jack Nordic Ski Club
December 10, 2015

February 17, 2016

Annual Report
Whiskey Jack Nordic Ski Club
December 2015

The WJNSC worked very hard to raise funds for the shop and groomer but failed to reach our target.

Last season we worked on our budget for the groomer and the shop, and decided to forgo the groomer for the time being and focus on the shop.

Fundraising has been extremely challenging as there appears to be no corporate money at this time, and grants for capital projects at the provincial and federal level are scarce.

We are still in negotiations with BC Parks with our project, as two new projects have recently been proposed at Beaton Park (bike trails and compound expansion) that have impacted our site plan. We are now going through a revised Park Use Permit amendment process that will involve all three proposals being presented to FN for consultation.

We are optimistic that we will receive our long awaited permit in early summer of 2016.

From: Eliza Stanford <eliza.s@telus.net>
Sent: January-08-16 10:47 AM
To: Bryna Casey
Subject: Re: Follow Up - Trails Grant Funding - Whiskey Jack
Attachments: Annual Report for Trail Grant.docx

Please find attached the information you have requested.

We are hoping to break ground for the shop in September of 2016 as we have been assured by Parks that our permit will be in place prior to that time.

Thank you,

Eliza Stanford

On Jan 7, 2016, at 2:05 PM, Bryna Casey <Bryna.Casey@prrd.bc.ca> wrote:

Hi There Eliza,

I was recently hired in the Community Services Department at the Regional District, and will be your contact for all things related to trails grants! Thank you for the application.

I need to follow up on a few things, so I'll send you this email for your records, and follow up with a phone call.

First, could you please send along your 2015 annual report? I am looking for some detail on what you were able to accomplish in that year as background to give the Directors when the application is presented. I do understand that you're running into some challenges with the permitting and consultation from various agencies.

Secondly, I am hoping that you might be able to tell me when you anticipate that the aforementioned challenges will be resolved and when you plan to break ground on the shop?

Thank you in advance for your time!

Bryna Casey
Parks and Rural Recreation Coordinator
Direct: 250-784-4841
Bryna.Casey@prrd.bc.ca

Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 4H8
Toll-free (24 hour): 1-800-670-7773
Office: 250-784-3200
Fax: 250-784-3201

February 17, 2016



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "D" – Application Checklist

requested - \$20,000 /
R-2 160,140
• To build a 30x40 storage
shop to house new
groomer (not yet purchased).

Applicant Name: Whiskey Jack Nordic Ski Club

Date: December 16, 2015

All application packages must include the following items.

- ☒ Completed Recreational Trails Grants-in-Aid application form.
- ☒ Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- ☒ Project budget including sources of revenue (confirmed and pending), donations and expenses.
- ☒ Three (3) quotes for any items valued at over \$3,000.
- ☒ Current and year-end financial statements.
- ☒ Map of the proposed project and route.
- ☒ Pictures of the proposed project and route. - route identified on attached map
- ☐ Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands. - See below
- ☒ Two (2) letters of support from other organizations or groups supporting the project - 1 received, 1

FOR REGIONAL DISTRICT USE ONLY:

Follow up: -require additional letter of support

Comments/Considerations: - Application was received late.

- No BC Parks letter of support, though supportive in principle BC Parks cannot provide this until "Park Use Permit" amendment is approved - expected before July, 2016.

February 17, 2016

CSC Use Only

☐ Schedule C- Trails Annual Report

☒ BC Online check

☐ File a copy electronically in groups file



PEACE RIVER REGIONAL DISTRICT
Recreation Trails Grants-in-Aid
Schedule "A" - Application

R-2

Date: 12 October 2015

Society Number: S-34503

APPLICANT INFORMATION

1) Name of Organization: Wolverine Nordic & Mountain Society

2) Contact Person: Charles Helm

Position: Secretary

Mailing Address: Box 1690, Tumbler Ridge, BC, V0C 2W0

Phone: 250 242 3984 Fax: 250 242 4076

Email: helm.c.w@gmail.com

Website: www.wnms.ca

Please list our organization on the PRRD website as a "Local Community Group" ☒ Yes ☐ No (please check one)

3) Purpose of your organization & description of the types of activities your organization is involved in.

Tumbler Ridge's four season non-mechanised, non-consumptive outdoors group. We maintain over 130 kms of hiking trails and are an anchor for the Tumbler Ridge Global Geopark. We organize the Emperor's Challenge Mountain Run, TR Triathlon, and Ridge Ramble Cross Country Run. We offer a summer hiking schedule. We maintain groomed cross country ski trails.

4) If applicable, does your organization own any facilities or properties? ☐ Yes ☒ No (please check one)

Please give the 9-1-1 (civic) address and legal description of the property that your organization either leases or owns.

5) Organization Executive:

President/Chair

Name: Birgit Sharman Phone: 250 242 4860 Email: ksharman@telus.net

Vice President/Vice Chair

Name: Larry White Phone: 250 242 4499 Email: lockmantummy@gmail.com

Treasurer

Name: Patsy Antle Phone: 250 242 4775 Email: patricia.antle@northernhealth.ca

Secretary

February 17, 2016

Page 1 of 4



Name: Charles Helm Phone: 250 242 3984 Email: helm.c.w@gmail.com

6) Please provide a 5 year action plan for your organization.

Year 1: continue to maintain our trails and organize events and support the Geopark

Year 2: continue to maintain our trails and organize events and support the Geopark

Year 3: ~~continue to maintain our trails and organize events and support the Geopark~~

Year 4: ~~continue to maintain our trails and organize events and support the geopark~~

Year 5: continue to maintain our trails and organize events and support the Geopark

PROPOSED PROJECT INFORMATION (please complete the questions below or attach a separate sheet)

7) Describe the project for which your organization is requesting funding.

Improvements at Windfall Lake for overnight users to enhance hiker safety and protect environment: bear caches, camping pads, outhouse.

8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.

Windfall Lake is one of our most beautiful and popular trail destinations. Many people overnight there. The site is at treeline, and unchecked use will lead to environmental degradation. Our project will create an organized camping area which will be environmentally beneficial and will lead to a more enjoyable hiker experience.

9) Describe how the project will foster "regional pride" in the natural environment of the Regional District.

Windfall Lake is one of the gems of the region. A more formal camping area will enhance the site and local and regional pride in the trail system.

10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.

This project is another phase of the 2015 project which involved boardwalking a tough stretch of the Windfall Lake trail.



- 11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable).

On crown land, with support from BC Rec Sites and Trails.

- 12) Describe how the project will build on the Provincial Trails Strategy
(http://www.sitesandtrailsbc.ca/documents/Trail_Strategy%20for_BC.pdf)

Tumbler Ridge's trail system is already one of the finest in Canada. We are now at the stage of enhancing the trails, rather than building many new ones. The goals of the provincial trails strategy reach fulfilment in our volunteer-driven trail system.

- 13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year?
About 200 members, of whom about 25 are truly active. Estimated well over 2000 volunteer hours a year.

- 14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future?
Simple maintenance costs will not be significant, but will utilize Emperor's Challenge proceeds and club funds.

- 15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria: This is enhancement of existing trail, not creation of new trail.

Geographic Coverage	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
Environmental, education or heritage representation	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
Partnerships	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
Proximity	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.



Already established as an unofficial trailhead	Trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
User and site safety and the capacity to maintain	User and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

18) TOTAL funds requested from the Regional District:	\$9426.83
--	------------------

INCLUDE THE FOLLOWING ATTACHMENTS WITH YOUR APPLICATION

- a) Application Checklist
- b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- c) Project budget including:
 - i. Detailed cost estimates
 - ii. Sources of confirmed revenue
 - iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
 - iv. Sources of donations for labour and/or materials
- d) Three (3) quotes for any items valued at over \$3,000
- e) Current and prior year-end financial statements (balance sheet and income statement)
- f) Map and pictures showing the location of the project and planned route
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.

Charles Helm

Signature of Applicant

250 242 3984

Phone

From: Charles Helm <helm.c.w@gmail.com>
Sent: January-20-16 6:03 PM
To: Bryna Casey
Cc: Jill Rickert; Kevin Sharman
Subject: Re: Funding application from WNMS to PRRD

Thank you Bryna

I hope this provides the information you need, according to the categories listed in section 15.

Geographic coverage: situated in an important part of the region for its scenic and mountain features.

Environmental / education / heritage: Windfall Lake will likely become one of the top ten Tumbler Ridge UNESCO Global Geopark recommended excursions. In part this is because of its magnificent mountain scenery, in part because of its education potential with regard to geology and palaeontology. In future if there is a good campsite this would be a good destination for school groups on overnight outings. Also an ideal site for Golden Eagle watching in the fall. The proposed improvements would improve environmental concerns at the camping area.

Partnerships: Tumbler Ridge UNESCO Global Geopark, Tumbler Ridge Museum Foundation, BC Rec Sites and Trails, District of Tumbler Ridge, in addition to PRRD.

Proximity: fairly good access road - this is being developed as a geological driving tour for the Geopark.

Already established: yes, established and registered with BC Rec Sites & Trails.

Capacity to maintain: existing track record of WNMS speaks for itself. The proposed improvements will be of such a nature as to minimize the amount of maintenance that is needed.

Please let me know if this is adequate or if you need me to elaborate on any of these points.

Sincerely
Charles Helm

On Wed, Jan 20, 2016 at 12:46 PM, Bryna Casey <Bryna.Casey@prrd.bc.ca> wrote:

Hello there!

I was hired in the Community Services Department at the Regional District, and have been tasked with evaluating the Trails Grants applications received in 2015.

February 17, 2016

I noticed on your application that question 15 of Schedule 'A' was left with just a short sentence that I hope you could expand on it, as you did in your 2014 application.

R-2

Please let me know if I can be of service at all or if you have any additional follow up questions,

Thank you!

Bryna Casey

From: Charles Helm [mailto:helm.c.w@gmail.com]
Sent: October-14-15 8:02 PM
To: Jill Rickert <Jill.Rickert@prrd.bc.ca>
Cc: Kevin Sharman <ksharman@telus.net>
Subject: Funding application from WNMS to PRRD

Hello Jill

Attached please find the documents required for trail funding application to PRRD. The proposal is for further enhancements to the Windfall Lake Trail.

Also attached is our trails summary for 2015 - this may allow you to understand the amount of trail work we are engaged in, and to understand where the PRRD funding fits in. The boardwalking project which PRRD supported was our single biggest undertaking in 2015.

We have just held our AGM. Therefore our current financial status is the same as our year-end, and we don't need to provide two separate financial statements. The minutes contain a motion regarding this application.

The only thing which is currently missing is the support letter from Recreation Sites and Trails BC. As you know, Tim Bennett has moved, and there is currently no-one that has filled his position. We have been in touch with Ben Heemskerk, who is the head for the Northern Region. He is not familiar with the Windfall Lake project, but has promised to contact Tim Bennett about it and then provide a letter. Last year we discussed this project with Tim Bennett and it enjoyed his support, so I have no doubt that we will be able to get the support letter before your deadline and will be able to send it to you.

February 17, 2016

I am heading off to South Africa soon for a vacation, so I want to get this to you before I leave. If there is any further information you require, please just let me know. In my absence, our club president Birgit Sharman (cc'ed above) will be able to answer your queries - she can also be contacted at 250 242 4860.

R-2

Many thanks for considering this application, and thanks to PRRD once again for the support received in 2015.

Regards

Charles Helm

February 17, 2016

WOLVERINE NORDIC AND MOUNTAIN SOCIETY MINUTES OF ANNUAL GENERAL MEETING

08 October 2015, Tumbler Ridge Community Centre (Room 1)

Members in attendance: Brandon Braam, Paula Coutts, Marsha Dufresne, Dale Fryklund, Charles Helm, Linda Helm, Amanda Kruse, Anthony Moreau Coulson, Bob Norman, Birgit Sharman, Kevin Sharman, Antonio Suncion, Craig Waters, Crys White, Larry White (15).

Apologies: Patsy Antle, Thomas Clark, Roegan Lloyd, Kevin Wagner (BC Parks), Sarah Waters

Birgit called the meeting to order at 19h05.

Motion to approve the agenda (Bob, Craig): Carried.

Motion to accept the 2014 AGM Minutes (Marsha, Linda): Carried.

Matters arising from the minutes: bank account review, stove in Lost Haven Cabin.

President's Report: Report on file.

Motion to accept President's Report (Craig, Linda): Carried.

Treasurer's Report: Report on file.

Motion to accept the Treasurer's Report (Bob, Birgit): Carried.

Tumbler Ridge Geopark: Charles provided a brief summary and thanked WNMS for being an essential anchor for the Geopark.

Lost Haven Cabin & ski trails: Larry will address need for stove. Minimal vandalism, two miscreants caught on camera. Many dead and danger trees removed by Community Forest this year. Directional signage at junctions is old; new signs are needed.

Hiking Trails & signage: Report on file, detailing work done on over 30 trails, over 130 kms, TRGG signage, partnerships, in a very successful and busy season. Highlights reviewed including Windfall Lake boardwalking project.

2016 projects: Report on file. The listed projects were approved. Consensus that funding proposals could list these projects, including Windfall Lake (caches, pads, outhouse) and Irene Lake (boardwalking).

Motion to proceed with funding application to Peace River Regional District for the Windfall Lake project (Charles, Anthony): Carried.

Insurance: Linda reported that WNMS remains insured through Oasis, from Saskatchewan. No concerns.

Website, Brochures, Trailcam: Kevin reported on website upgrade (acknowledged help from Roxanne Braam. Site now included current content. Birgit reviewed and displayed the WNMS brochures. Kevin provided trailcam stats, which provide hard evidence of use: 221 skiers, mostly locals; 3375 to date on Cabin Pool trail, mostly visitors. Brandon's drone videos received praise.

Membership: Lifetime membership in effect. About 150 on email list.

True Sport funds: One-time donation for school sports team travel in 2014; WNMS scholarship donation to TRSS was made for the first time.

Monkman Pass Highway: In Thomas' absence, Charles provided brief summary of the work done and potential for partnerships with other user groups.

★
Resolution
from the
Society

Partnerships:

BC Parks: Formal partnership with BC Parks signed for trailwork in Monkman and Gwillim parks, and lots of work done on these trails – re-opening of Portage Trail at Kinuseo Falls was a highlight.

Rec Sites & Trails BC: Tim Bennett has left, currently no replacement.

DTR: concern that approval has not been given for staff to replenish brochure boxes close to town. Birgit to address this through meeting with Joanne Kirby.

CTO and NBC Tourism: concern that trail signs for highway have been made but not installed, are in Public Works Yard, over two years since this need was identified.

PRRD: Funding provided for Windfall Lake boardwalking. Proposal for 2016 projects to follow.

Rock climbing: Craig summarized climbing route developments at Boulder Gardens and Shipyard areas. Climbing is not a WNMS activity but WNMS has provided donations in the past.

Motion to approve \$3000.00 for the rock climbing group to enhance trail access for climbing areas (Bob, Birgit): Carried.

Review of 2013 Events:

Emperor's Challenge: 17th event, 1083 entries plus 71 kid entries. Adult entries reached cap in 20 hours.

Ridge Ramble Cross-country Race: 14th event, 51 entries.

Ridge Ramble Triathlon: second triathlon after 24 biathlons, held in partnership with Community Centre. 39 entries.

Flatbed Loops: 12th year, 61, average 13 per week, 15 weeks. Numbers are declining; discussion on 2016 format.

Itchy Feet: Larry and Paula reported on 6 events, good attendance, good venue in Library.

Banff films: Charles reported on the 18th Banff Mountain Film Festival, which attracted 130 people.

Hiking schedule: Brandon reported on the summer hiking schedule, with 11 events. Discussion on the need for a second leader for each event, need for taking names and contact details of participants, creation of a kit for leader (including first aid kit, Inreach).

Motion to approve purchase of Inreach for WNMS hikes (Brandon, Marsha): Carried.

ELECTION OF EXECUTIVE: Bob conducted the election

President:	Birgit Sharman (Marsha) -- elected by acclamation
Vice President:	Larry White (Linda) - elected by acclamation
Treasurer:	Patsy Antle (Crys) - elected by acclamation
Secretary:	Charles Helm (Birgit) - elected by acclamation

ASSIGNMENT OF PORTFOLIOS:

Tracksetting:	Larry, Kevin, Rich
Sheds:	Larry, Linda
Hiking schedule:	Brandon
Cabin Caretaker:	Larry
Equipment Maintenance:	Thomas
Statistician:	Birgit, Kevin
Website and brochures:	Kevin, Birgit
Geopark:	Birgit, Larry, Charles, Patsy
Itchy Feet:	Larry

Other members' items: Marsha asked about the Adopt-a-Trail program. Bullmoose Marshes and support from Junior Rangers forms ongoing example of how this could work. DTR's Tourism Action Committee discussed – request that Birgit represent WNMS on this Committee.

Motion to adjourn (Bob, Marsha): Carried. Meeting adjourned at 21h05:

February 17, 2016

WOLVERINE NORDIC & MOUNTAIN SOCIETY TRAILS SUMMARY, OCTOBER 2015

Tepee Falls 3 km: cleared of deadfall, inspection of logging blocks, repair of boardwalks, TRGG signage installed

MCO 3 km: cleared of deadfall, brushed, trailhead signage improved, TRGG brochures replenished

R-2

Quality Falls 1.5 km: cleared of deadfall, TRGG signage installed in 2014

Quality Canyon 3.5 km: cleared of deadfall x 2, TRGG signage installed in 2014, Booker bench installed

Gwillim Lakeshore 1 km: cleared of deadfall, TRGG signage at picnic site (partnership with BC Parks)

Bullmoose Marshes 1 km: cleared of deadfall, brushed x 3, TRGG / DU signage (7) installed, 100m of boardwalk installed (HD Mining donation), trailhead signage improved, new brochure box installed, partnerships with DU, Junior Rangers, Booker bench installed

Bergeron Falls 10 km: brushed, cleared of deadfall (severe) x 2, TRGG signage installed

Bergeron Cliffs 4 km: brushed, cleared of deadfall, TRGG signage installed

TR Trail 27 km (includes Kevin's Trail, Flatbed Pools, Flatbed Falls, Linking Trail, TR Point trails, Wolverine ski trails, Larry's Trail, Linda's Trail, Escher's loop): cleared of deadfall, brushed, stairs installed in four areas, short spur trail built to Peat geosite, TRGG signage installed in 2014, brochure boxes; four Booker benches installed (one of which has been repaired after vandalism); DTR did annual ski trail brushing.

Bald Spot: cleared and brushed for DTR, TRGG signage installed

Wolverine Dinosaur Footprints 0.5 km: cleared of deadfall, footprint site swept clean

Windfall Lake 7 km: cleared of deadfall, 100m of boardwalk installed (PRRD funding), new rope handline installed, TRGG signage installed

Pinnacle Peak 4 km: cleared, TRGG signage installed

Holzworth Meadows 4 km: cleared, TRGG signage installed

Cowmoose Mt 4 km: no work done in 2015

Mt Spieker 5 km: TRGG signage installed

Mt Reesor 5 km: flagged, TRGG signage installed

Albright Ridge 5 km: no work done in 2015

Babcock Falls 2 km: cleared of deadfall, TRGG signage installed, review of 2014 boardwalk project

Boulder Gardens 4 km: cleared, brushed, trailside directions improved and repainted, TRGG signage installed

Shipyard Titanic 3 km: cleared, brushed, TRGG signage still being developed

EC Route 10 km: maintenance for EC, staking, brushing of km 2-5, replacement of km signs

Flatbed East 1 km: cleared, Booker bench installed, ready for installation of KLCN / archaeological signage

Mt Clifford 5 km: no work done in 2015

Stony Lake 2 km: brochure updated

February 17, 2016

Kruger's Flats 3 km: clear; TRGG signage installed

Long Lake 0.5 km: cleared, TRGG and DU signage installed

Bootski Lake 5 km: cleared, marked, trailhead sign is ready to install

Nesbitt's Knee Falls 1.5 km: cleared of deadfall, TRGG signage installed, rope needs replacing

Barbour Falls 1.5 km: cleared of deadfall, TRGG signage installed, rope needs replacing

Foehn Wall: new site, basic clearing completed and potential route flagged

Irene Lake: reconnaissance completed, removal of brush and trees from old trailbed

Lake Joan 2 km: cleared of deadfall and brushed (partnership with BC Parks)

Stone Corral 4 km: cleared of deadfall, brochure updated (partnership with BC Parks)

Kinuseo Falls: TRGG signage installed at trailhead and viewing platform (partnership with BC Parks)

Kinuseo Falls Portage Trail 2 km: re-established (partnership with BC Parks), substantial deadfall removal

Imperial Creek confluence 0.5 km: cleared of deadfall, site cleared for picnic table (partnership with BC Parks)

Windfall Lake surrounding area: route identification and preliminary flagging

Monkman Pass Highway 80 km: most of old route identified, proposal required.

2016 ACTION ITEMS:

Nesbitt's Knee Falls, Barbour Falls: rope handlines need to be replaced; roadside signage needs to be installed; rop also needed at Quality Canyon

Windfall Lake: rope handline for steep section, Circular Route needs to have rock cairns as markers; bear cache and outhouse and camping pads are needed near the lake; more boardwalks would be ideal

Irene Lake: new boardwalk (100m) and re-establishment of disused trail

Flatbed East: re-establishment of partnership with Kelly Lake Cree Nation, installation of signage, opening ceremony

TR Trail: TRGG signage at Peat geosite; picnic table on Larry's Trail, stairs near Overhanging Rock Pool

Slate Falls: identification of trail route to falls (partnership with BC Parks)

Windfall Lake area: further flagging of routes (e.g. Tunnel Mountain)

Foehn Wall: application to Front Counter BC, then trail construction and signage

Monkman Pass Highway: application to Front Counter BC for Rat Lake to Ojay Rd section (12 km long, includes Stony Lake) then route re-establishment in potential partnership with ATV Club and Snowmobile Club and Saddle Club; protection of historic corduroy areas and historic creek crossings.

Kinuseo Falls Portage Route: stairs in steep sections, Booker bench (partnership with BC Parks).

February 17, 2016

**WOLVERINE NORDIC & MOUNTAIN SOCIETY
WINDFALL LAKE APPLICATION TO PRRD
PROPOSED BUDGET, OCTOBER 2015**

The 2015 hiking season saw a significant increase in day and overnight use of the Windfall Lake circular hiking route, thanks to increased infrastructure and the recent designation of the Tumbler Ridge Global Geopark. The area immediately surrounding the lake is regularly being used for overnight excursions in the area. The Wolverine Nordic & Mountain Society recognizes the need for added infrastructure in the form of a more organized backcountry camping site at this location to protect the vulnerable alpine habitat from human disruption. We would like to install 6 tent pads, one three-unit bear cache and mounting stand, and one backcountry privy toilet. Also, relevant signage for the trailhead and campground will be required. This will include the rule of no use of wood for fires – stove use will be encouraged.

Bear caches x 3	\$1,265.00	
	\$1,265.00	
	\$1,265.00	Rollins Machinery
Three unit bear cache mounting frame	\$449.00	Rollins Machinery
4-12x18 information signs	\$300.00	Prairie Signs
Lumber: 4x4's for tent pads	\$500.00	ACE Hardware
Rebar for tent pads	\$50.00	ACE Hardware
Garden Throne backcountry toilet	\$472.00	Zeebest Plastics
Shipping for bear cache and mounting frame	\$500.00	
Shipping of toilet (Purolator)	\$660.83	
Helicopter fly-in of equipment	\$2700.00	
TOTAL	\$9426.83	

In-kind support:

Transportation of materials to near trailhead for helicopter pick-up (\$150)

Construction of these facilities at Windfall Lake: we estimate that we will need a team of ten volunteers, each of whom will spend a weekend on the project.

20 hrs each x 10 = 200 hours x \$20/hour = \$4000.

WNMS will provide fuel to trailhead, equipment (pulaskis, shovels, drill, screws etc).

TOTAL IN KIND: \$4150.

In addition to this proposal, we plan to improve the trail and area in other ways, including rock cairns for the above-treeline sections. This will decrease disturbance to the fragile alpine tundra and improve hiker safety during bad weather it will be easier to follow the trail.

February 17, 2016

Quote received for backcountry Privy Toilet (Chum Toilet) for Windfall Lake

R-2

Thank you for your garden throne inquiry. Please find attached a brochure on the Garden Throne as requested. Your cost is \$472.00 plus GST, FOB St. Albert. Shipping weight of 75 lbs, shipping dimensions 45" X 45" X 36"H. I will get a freight quote for you.

Regards,

Hugh Rutherford, P. Ag

Sales



hugh@zeebest.com

35 Calder Place,

St. Albert, AB T8N 5A6

Tel: 780.447.5222 Fax: 780.455-9448

www.zeebest.com

GARDEN THRONE

***Ideal for Hiking Trails or any
Remote Area***



Photo: The Garden Throne in one of Jasper's Hiking Trails

- FOREST GREEN POLYETHYLENE CONSTRUCTION
- U.V. INHIBITORS PROVIDE PROTECTION AGAINST SUNLIGHT
- SELF-CLEANING BY DESIGN
- MORE SANITARY THAN WOOD
- RODENT RESISTANT
- LOGOS & GRAPHIC CAN BE MOLDED IN IF REQUIRED
- DIMENSIONS: 45" DIA. X 36" HIGH BACK
- 2 YEAR WARRANTY

***This practical, strong, yet light-weight Outdoor Toilet is currently
being used along hiking trails in Canadian National Parks***



35 Calder Place, St. Albert, AB T8N 5A6
Tel: 780.447.5222 Fax: 780.455.9448
www.zeebest.com email: sales@zeebest.com

February 17, 2016

Quote received for Bear Caches for Windfall Lake

QUOTE



Head Office
21869 56th. Ave.
Langley BC
V2Y 2M9
Tel.(604)533-0048
Fax.(604)533-3820
Toll Free (800)665-9060

Branch Office
44725 Yale Road West
Chilliwack BC
V2R 4H3
Tel.(604)792-1301
Fax.(604)792-6880
Toll Free (800)242-9737

Service Centers: Langley, Chilliwack, Vernon, Parksville, Victoria www.rollinsmachinery.ca info@rollinsmachinery.ca

Name Anthony
Address
City Tumbler Ridge, BC

Customer# VA0883 CASH SALE

Phone:
Fax:

Quoted by: Sandra Seymour

GST # R104608070

GST # Charge	PST# Charge	Requested by	Quote Date October 9 2015			
QTY	UNIT #	MAKE	MODEL	DESCRIPTION	PRICE	AMOUNT
1		Haul All	FS2	Hid A Meal (Bear Proof Food Storage Locker)- std colour		
				Two compartment (14cu ft Locker (one unit)	1,265 00	
1				One unit Mounting Frame	308 00	
				Two unit Mounting Frame	396 00	
				Three unit Mounting Frame	449 00	
				Four unit Mounting Frame	484 00	
				Five unit Mounting Frame	506 00	
				Mounting frames painted black - power coated	N/C	
1				Packaging	30.00	
1		Haul All		Freedom Bear Proof food Storage Locker- Single door	1,133 00	
1				Freedom Bear Proof Food Storage- Double door	1,216.00	
1		Option		Hands Free Foot Pedal Operation	138 00	
1		Rollins		65gal capacity bear resistant residential cart	195 00	
1				95gal capacity bear resistant residential cart	165 00	
PRICING VALID FOR 30 DAYS						
Haul All product pricing is FOB Lethbridge AB						
FOB Tumbler Ridge, please add \$200 ea based on pooled load						
Rollins product pricing FOB, Langley BC						
FOB, Tumbler Ridge freight quote required						
I/we hereby certify that there is no lien, claim, debt, mortgage or incumbrance of any kind, nature or description against this property now existing, of record or otherwise and that same is free and clear and is my/our sole and absolute property. Signed: _____						SUBTOTAL \$ -
Warranty: Check one ☐ Sold Used As-Is. No warranty of any kind has been given by the seller or his agent						Freight Charge
☐ Sold New With Standard Manufacturers Warranty						Environment Levy
Terms: CASH						Advanced Disposal Fee \$ -
☐ Cash						5% GST \$ -
☐ Check						Trade Value \$ -
☐ Credit Card						G.S.T. Credit \$ -
☐ Finance - Textron/New Holland/Other						Net Amount \$ -
☐ Sale						7% SALES TAX \$ -
☐ Transfer						Total Cash Price \$ -
☐ Demo						Down Payment
☐ Rental						BALANCE DUE \$ -
☐ Consignment						
☐ Rollins to Haul						
☐ Customer to Haul						

Notes:
CUSTOMER MUST HAVE OFFLOADING EQUIPMENT AT DELIVERY.

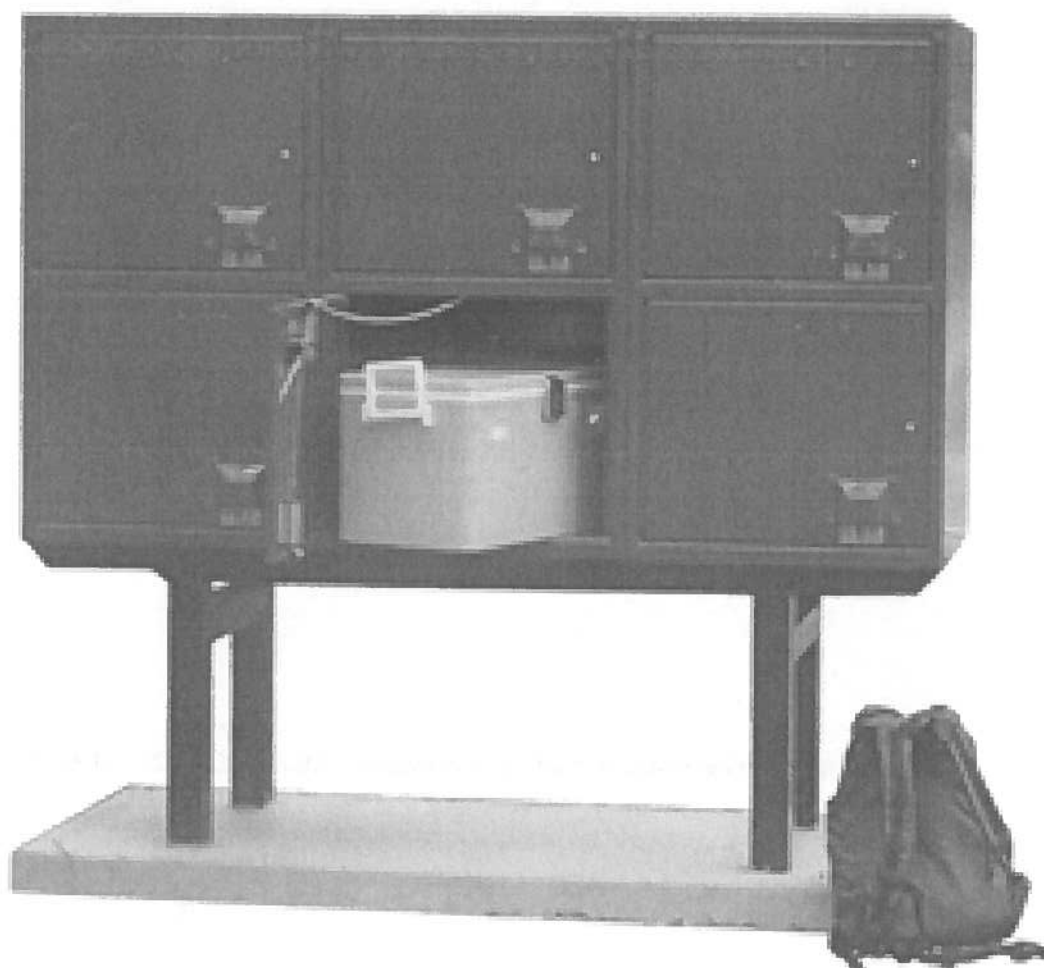
** Wall Mount Option is available for FS2 bracket kits pricing as per mounting frame stands**
Single Food Storage locker mounted on frame other than one unit stand is NOT recommended due to safety issue

Purchaser's Signature _____

Date: _____

February 17, 2016

R-2



February 17, 2016

WOLVERINE NORDIC MOUNTAIN SOCIETY**FINANCIAL STATEMENT SEPT. 2014 TO SEPT. 2015****INCOME**

EMC	74262.90	
SIGNAGE & TRAILS	21619.20	
BROCHURES	2016.00	
MEMBERSHIPS	440.00	
SALES	48.00	
EARNED INT.	149.69	
	98535.79	98535.79

EXPENSES

EMC EXPENSES	46509.35	
TRAIL SUPPLIES	10067.85	
BROCHURES	2297.25	
CROSS COUNTRY RACE	85.40	
INSURANCES & LICENCES	541.55	
BANFF FILM FESTIVAL	2488.50	
SIGNS	4455.19	
TRIATHLON	900.00	
WNMS (GENERAL)	121.25	
DONATIONS	3500.00	
BANK INT.	80.00	
	71046.34	71046.34
		27489.45

TRUE SPORT BALANCE(4605.99) RESTRICTED

GENERAL ACCOUNT	95129.24
SAVINGS ACCOUNT	25526.15

Notes:	Signage & Trails Donations:	Brochures	
	PRRD	6750.00	Prov of BC 2016.00
	Ducks Unlimited	904.00	Kinuseo Falls
	Prov of BC	7965.20	
	MEC	5000.00	
	Lions Club	1000.00	
		21619.20	

Windfall Lake Hiking Route

The Windfall Lake area, west of Tumbler Ridge, offers some of the finest alpine hiking in the region. There is the option of returning along a different route, plus further alpine options; these are more challenging, suitable for experienced hikers with good route-finding skills. The alpine ridges are often windy, and fog may roll in unexpectedly. Take a GPS, map and compass, and be prepared to use them.

Time/Distance: 5-7 hours/10 km return to lake
Elevation Gain: 370 m (1215 ft)
Rating: Challenging

Directions to the Trailhead

From Tumbler Ridge, drive north towards Chetwynd on Highway 29 for 25 km to the turnoff for the former Bullmoose Mine. Follow the Bullmoose mine road for 17 km and turn left onto the Windfall Creek Forest Service Road. This turnoff is just before an electrical substation. Follow the Windfall Creek road as it heads up the valley of South Bullmoose Creek. There is a junction at the 9 km mark – do not take the turnoff to the left, but head straight, cross a small bridge, and continue up the road. This road climbs over a pass at km 14. Turn left at km 23 and follow this side-road for 1.8 km until it ends at a deactivated crossing of Windfall Creek. The signed trailhead is on the right.

Route Directions

The first half of the trail is through lush forest, with a few boggy sections. The trail crosses the creek and begins to ascend more steeply, up a series of open draws and meadows. Keep right at the junction (at km 3) with the optional return route. Shortly beyond this point there is one steep section up through a rock band. Nearer the lake the route is sometimes indistinct in the meadows, but is generally well flagged.

Once at the lake, which is nestled in a bowl below impressive cliffs, follow the shore on the left to the south end of the lake for better, drier areas for relaxing, swimming or camping. Note the spot where the outlet stream disappears into an

underground channel. In poor weather it is best simply to return by retracing this route. In good conditions the circular return option is recommended, but it involves overland travel with no markers and no trail for a kilometer. The rewards include great scenery through limestone terrain with small caves – higher up there are more substantial caves but they are challenging and require advanced skills.

To follow this circular route, ascend the slopes southeast of the lake. This leads into a polje, a large sunken bowl holding a lakelet. From here ascend the slopes to the east, below the 1878m peak, making your way through meadows and rock bands. Try to keep above the treeline and below the steeper cliffs, while heading east.

After a few hundred metres you will see a pass to the east, linking the Windfall Creek and Wolverine River drainages. Do not descend to the top of the pass, but rather head further down to the meadows on its northern aspect, and then pick up the trail that leads down the draw into the forest, to link up with the main trail.

For a longer option, it is possible to connect from this pass to the Pinnacle Peak route. This ridge route involves some tricky ledges on the slopes north of the pass.

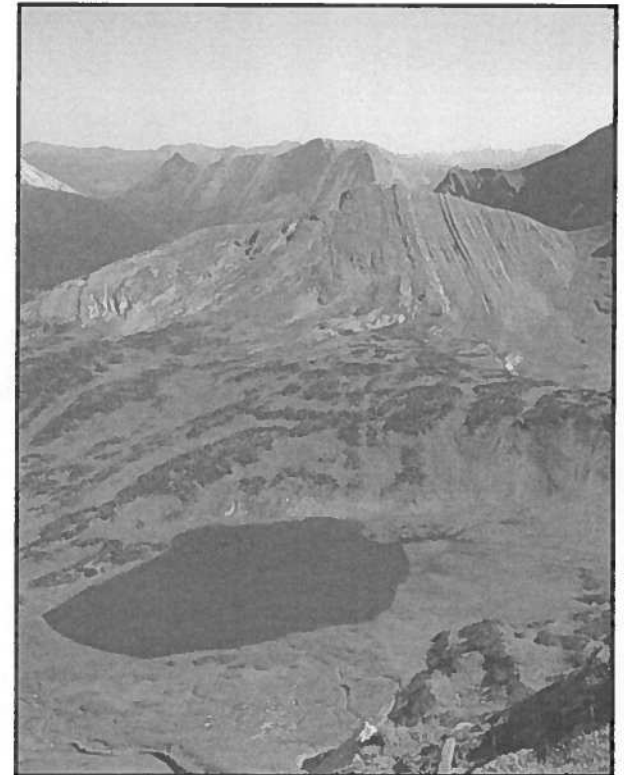
West of the lake there is a steep, long climb that leads up onto a long ridge, with views down into the Sukunka Valley to the west, and glaciated Sentinel Peak in the distance. While ascending, look for the green, less rocky areas: these form the easiest route. Once on the ridge, you can head southeast along the crest, all the way to the summit of the peak (2093 m). Views are magnificent.

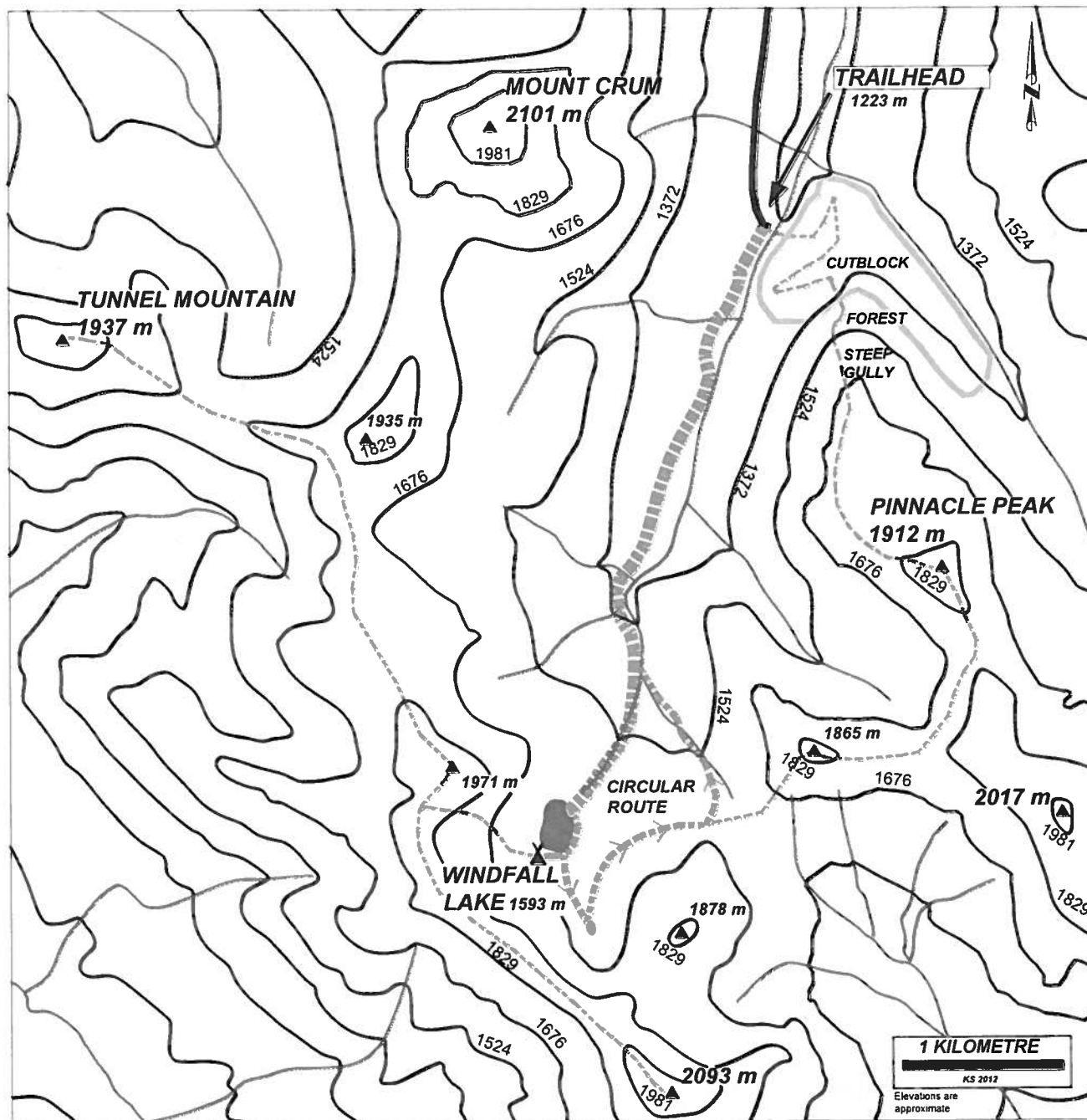
Alternatively, a longer trip leads through a series of ascents and descents, and some side-hilling, to Tunnel Mountain. This peak is easy to ascend along the ridge, but the more interesting option is to traverse across the scree to the dark spot directly below the summit. This is the entrance to the tunnel. Ascend through the tunnel, climb through the mountain, and emerge close to the summit!

February 17, 2016

© 2015 Wolverine Nordic and Mountain Society

R-2 Windfall Lake Hiking Route





WINDFALL LAKE HIKING ROUTE February 17, 2016

- **THESE ROUTES ARE IN BEAR COUNTRY; TRAVEL IN GROUPS AND MAKE NOISE**
- **PLEASE PACK OUT WHAT YOU PACKED IN**
- **DRESS WARMLY FOR THE ALPINE**

For more information, contact:

Wolverine Nordic and Mountain Society

Kevin Sharman (250) 242-4860
Charles Helm (250) 242-3984

Photo Gallery website:
www.wnms.ca

Tumbler Ridge Visitor Centre

(250) 242-3123

Tourism website:
www.tumbleridge.ca

1:50,000 map reference:
93 P/4, 93 I/13

© 2015 Wolverine Nordic and Mountain Society

Distributed by the
District of Tumbler Ridge

Photo Credit: Kevin Sharman

R-2



February 17, 2016



File: 16660-27/PA14-DPC-07/WNMS

Charles Helm
Secretary, Wolverine Nordic & Mountain Society
Box 1690, Tumbler Ride, BC, V0C 2W0

**RE: Letter of support for WNMS Windfall lake Recreation Trail Project – PRRD
Funding Application**

November 15, 2015

To whomever it may concern,

On behalf of the Ministry of Forests, Lands and Natural Resource Operations, Recreation Sites and Trails BC (RSTBC), I would like to provide strong support for the Wolverine Nordic & Mountain Society (WNMS) and their application to the Peace River Regional District for funding to complete improvements on the Windfall Lake Recreation Trail (REC192060).

RSTBC is responsible for BC Recreation Sites and Trails and related facilities on Crown land outside of BC Parks and settled areas. The WNMS currently holds a formal stewardship agreement in good standing with RSTBC, for the management of recreation sites and trails in the Tumbler Ridge area. This partnership agreement ensures long-term sustained development and maintenance of these public resources, utilizing existing provincial operational standards consistent with broader policies including the BC Trails Strategy.

The WNMS is an established organization that enables exceptional trail amenities for the recreational benefit of the citizens of Tumbler Ridge and beyond. They have proven their ability to manage the construction of trails and infrastructure through the completion of previous projects. The proposed works will be authorized in accordance with Section 57 of the Forest and Range Practices Act and the project is consistent with RSTBC objectives.

Please do not hesitate to contact me for additional information.

Yours truly,

Ben H Heemskerk, PAg
North Region Recreation Manager

Tumbler Ridge Museum Foundation
255 Murray Drive
Tumbler Ridge, BC V0C 2W0
October 14, 2015

Peace River Regional District
P.O. Box 810
Dawson Creek, BC V1G 4H8

Dear Board Members

Re: Windfall Lake Campsite Enhancement Project

I am pleased, on behalf of the Tumbler Ridge Museum Foundation (TRMF), to provide our support for this important Wolverine Nordic Mountain Society (WNMS) project. The TRMF and WNMS are anchor tenants of the Tumbler Ridge Global Geopark and are in accord that projects such as this enhance our ability to provide enjoyment of the natural wonders to both locals and visitors.

Windfall Lake is an important geo site within the global geo park and contains significant fossil resources. This project will enhance camping facilities and will allow hikers to enjoy the area in an environmentally responsible manner.

We thank you for your past support and would appreciate your giving serious consideration to this funding request.

Sincerely,

Jim Kincaid, TRMF President

February 17, 2016



October 13, 2015

Peace River Regional District
Dawson Creek, BC

To: Peace River Regional District Chair Lori Ackerman & District Directors

Re: Letter of Support for Windfall Lake Tourist Development

The Tumbler Ridge Global Geopark supports WNMS in the further development at Windfall Lake to enhance visitor experience that will promote further tourism to the Tumbler Ridge Global Geopark.

This project will enhance the camping area at the lake that will include, bear caches, camping pads, and outhouse. This will provide hiker safety and be an environmental benefit.

Windfall Lake is a very important fossil area, as well as an important geosite, that will prevent environmental degradation while encouraging residents and visitors to enjoy this amazing mountain destination, which is reached after 5 km of hiking trail.

Sincerely,

Sue Kenny, President
Tumbler Ridge Global Geopark
www.trggs.ca

February 17, 2016



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "D" - Application Checklist

• To add infrastructure along trail for camping.

↳ bear caches (3)

↳ information signs

↳ tent pads (6)

↳ backcountry privy (1).

requested - \$9426.83/

R-2 total project - 13,576.83

Applicant Name: Wolverine Nordic Mountain Society

Date: October 12, 2015

All application packages must include the following items.

- ☒ Completed Recreational Trails Grants-in-Aid application form.
- ☒ Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- ☒ Project budget including sources of revenue (confirmed and pending), donations and expenses.
- ☐ Three (3) quotes for any items valued at over \$3,000.
- ☒ Current and year-end financial statements.
- ☒ Map of the proposed project and route.
- ☒ Pictures of the proposed project and route.
- ☒ Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands.
- ☒ Two (2) letters of support from other organizations or groups supporting the project

FOR REGIONAL DISTRICT USE ONLY:

Follow up: - Question 15 needs to be answered - or is this question only applicable for new trails? - emailed answers 01/21/16.

- Hasn't included 3 quotes for bear caches. - specialized equipment, and each cash is worth \$1265.

Comments/Considerations:

- Year 2 of project on Windfall lake trail - year 1 involved putting a board walk to improve trail. Year 2 adds infrastructure to improve overnight amenities for trail users.

February 17, 2016

CSC Use Only

☐ Schedule C - Trails Annual Report

☐ BC Online check

☐ File a copy electronically in groups file



R-2

PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid

Schedule "A" - Application

Date: October 12 2015

Society Number: _____

1) Name of Organization: Prespatou Farmers Institute2) Contact Person: William KlassenPosition: PresidentMailing Address: Box 322 Prespatou BC V0C 2S0Phone: 250 261 3848 Fax: _____Email: busdriverwilly@gmail.com

Website: _____

Please list our organization on the PRRD website as a "Local Community Group" ☐ Yes ☐ No (please check one)

3) Purpose of your organization & description of the types of activities your organization is involved in.
The Prespatou Farmers Institute is a (positive) organization based in Prespatou B.C. The purpose of the institute is to act as a voice for the community and work towards improving the community.

4) If applicable, does your organization own any facilities or properties? ☐ Yes ☒ No (please check one)
 Please give the 9-1-1 (civic) address and legal description of the property that your organization either leases or owns.

5) Organization Executive:

President/Chair

Name: William Klassen Phone: 250-261-3848 Email: Busdriverwilly@gmail.co

Vice President/Vice Chair

Name: _____ Phone: _____ Email: _____

Treasurer

Name: Martin Loewen Phone: 250 261 6157 Email: mloewen@fsimail.com

Secretary

February 17, 2016

Page 1 of 4

R-2



Peace River Regional District

Recreation Trails Grants-in-Aid Schedule "A" - Application

Name:

Phone:

Email:

6) Please provide a 5 year action plan for your organization.

Year 1:

get upgrades done on local roads

Year 2:

get upgrades done on waste management

Year 3:

working towards building a Community Hall

*Year 4:

working towards constructing walking trails on the concerns

Year 5:

working towards building a covered rink

7) Describe the project for which your organization is requesting funding.

The Prespaton Farmers Institute is requesting funds to build a walking trail on the Prespaton Road. The trail would start at the Prespaton School and go through to the Prespaton Seniors Complex

8) Describe how your project will provide opportunities for healthy lifestyles – physical, mental and spiritual.

The walking trail the Prespaton Farmers Institute is requesting funds for, would provide opportunity for the residence, school children and Seniors to enjoy walking, jogging without the hazard of vehicles running them over.

9) Describe how the project will foster "regional pride" in the natural environment of the Regional District.

The project would foster regional pride by allowing residence to enjoy the outdoors in a safe manner, and doing so without causing damage to the environment

10) Describe how the project will make trails more accessible for multiple different user groups and those with mobility challenges.

The Trail would start at Prespaton School and continue past the Convenience Store, two churches and commence at the Prespaton Seniors Lodge, allowing children and Seniors to walk places in a safe manner

Page 2 of 4

February 17, 2016



Peace River Regional District

R-2

Recreation Trails Grants-in-Aid

Schedule "A" - Application

- 11) Describe how the project will utilize Crown or local government lands and measures that will be taken to avoid conflict with private lands (where applicable). *The project will be and extension of current infrastructure that is already in place, and would be built on existing road allowance.*
- 12) Describe how the project will build on the Provincial Trails Strategy (http://www.sitesandtrailsbc.ca/documents/Trail_Strategy%20for_BC.pdf)
This project will build on the Provincial Trails Strategy by giving people the opportunity to enjoy the outdoors.
- 13) How many volunteers does your organization have and approximately how many hours does your membership contribute each year? *The Prospero Farms Institute consists of 32 members, with a board of 5 members contributing approx 100 hrs a year each.*
- 14) If there are continuing costs to operate or maintain your project, how do you plan to meet these costs in the future? *off operating and maintenance costs comes in the future the PFI will put in place a committee to organize volunteer labour and fundraising to help cover costs.*
- 15) Please provide on a separate sheet information on how your project addresses one or more of the secondary selection criteria:

Geographic Coverage	Ideally the regional trail system should be effectively distributed throughout the Regional District. Potential sites should be of interest to the whole region in the interest of servicing all residents.
Environmental, education or heritage representation	Representative or regionally significant landscapes should be considered when developing a new trail or preserving an existing one. Potential sites should be chosen to represent the diverse landscapes that the area encompasses. Balancing wildlife values against the proposed benefits of trail development should also be considered along with the unique historic, cultural, ecological, and educational aspects of the area.
Partnerships	Fostering partnerships with interest groups or other government agencies should be considered as it will aid in offsetting costs to develop and maintain existing or future regional trails.
Proximity	Trails that are located in close proximity to existing trails and parks or similar amenities should be considered.



Peace River Regional District

R-2
Recreation Trails Grants-in-Aid
Schedule "A" - Application

Already established as an unofficial trailhead	Trails that are already established or maintained in a positive manner and demonstrate a high utilization rate should be considered.
User and site safety and the capacity to maintain	User and site must be considered to ensure the non-profit groups are able to maintain them to a reasonable and safe standard expected of a natural trail for the safe enjoyment of the public.

18) TOTAL funds requested from the Regional District:

- a) Application Checklist
- b) Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding
- c) Project budget including:
 - i. Detailed cost estimates
 - ii. Sources of confirmed revenue
 - iii. Sources of revenue yet to be confirmed (i.e., pending grant applications)
 - iv. Sources of donations for labour and/or materials
- d) Three (3) quotes for any items valued at over \$3,000
- e) Current and prior year-end financial statements (balance sheet and income statement)
- f) Map and pictures showing the location of the project and planned route
- g) Confirmation of an agreement with Recreation and Trail Sites BC or BC Parks or a Council/Board resolution providing authorization to develop or re-establish a trail on local government property
- h) Two (2) letter of support from other organizations or groups supporting the project.


Signature of Applicant250 261 6157
Phone

February 17, 2016

Page 4 of 4

The proposed walking trail would benefit the community by keeping pedestrians off the highway and give them a safe area to walk.

The Prespatou Farmers Institute is working with the Ministry of Transportation to provide a cost effective solution for the project. The trail would start at the Prespatou School giving the students the opportunity to use it as part of their outdoor physical education program. The proposed trail would be running past the store and two churches commencing at the Prespatou Seniors Complex giving the majority of the residences the opportunity to walk to their destination rather than travel with a vehicle thus saving the environment.

February 17, 2016

RESOLUTION OF THE BOARD OF DIRECTORS

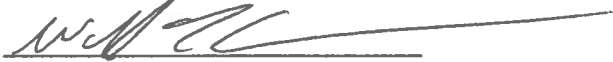
CERTIFIED RESOLUTION IN WRITING of the directors of the Prespatou Farmers Institute dated this 25th day of January 2016

The Secretary of the Institute certifies the Institute is an Institute duly organized and operating under the laws of the Provincial Government.

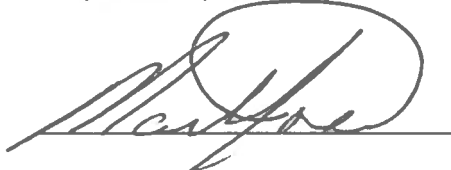
IT WAS RESOLVED THAT:

1. The Prespatou Farmers Institute will partner with the Peace River Regional District and The Ministry of Highways to construct a walking trail from the Prespatou School up to the Prespatou Seniors Lodge
2. The Prespatou Farmers Institute will apply for a trail grand from the Peace River Regional District
3. That all Directors are in favor of the application

In witness thereof, we have duly executed this Certificate of Resolution this 25th day of January 2016



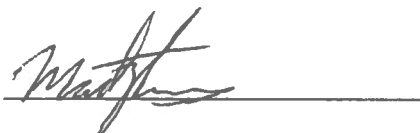
Willy Klassen (President)



Martin Loewen (Secretary)



William Klassen (Director)



Martin Zacharias (Director)



Simon Loewen (Director)

February 17, 2016

Hi Trish,

R-2

I have completed the estimate for the Prespatou trail/sidewalk.

Material	quantity	unit	cost/unit	total
Sand Stone	584.64	m3	\$6	<u>\$3,507.84</u>
Gravel	696	m3	\$20	<u>\$13,920.00</u>
ChipSeal	2320	m2	\$10	<u>\$23,200.00</u>
Stripping	348	m3	\$14.19	<u>\$4,938.12</u>
Widening	1160	m2	\$27.57	<u>\$31,981.20</u>
Trucking, stone	4	days	5 box trucks	<u>\$20,000</u>
Trucking, gravel	2	days	3 Belly	<u>\$ 4,200.00</u>
loader	2	days		<u>\$2,600</u>
grader	2	days		<u>\$2,520</u>
9000# plate tampers	3	unit	7 days	<u>\$2,520</u>
culvert extensions				\$1,200
Paint				\$1,000
TCP	4	days	1500	\$ 6,000.00
Supervision	6	days	600	\$ 3,600.00
cont.	20	%	\$24,237.43	24237.432
			<u>Final Total</u>	<u>\$145,425</u>

Florian Kund, GradTech

Area Manager Roads, North Peace, Peace District

Ministry of
Transportation and
Infrastructure

Highways Department

direct line: 250-787-3339

mobile: 250-793-6046

fax: 250-787-3279

Florian.Kund@gov.bc.ca**February 17, 2016**

FINANCIAL STATEMENT

Attached ☐
R-2

Of the Prespatou Farmers/Womens Institute for the year ending 2014

RECEIPTS	AMOUNT
Bank and Cash Balance from previous year	\$5,557.80
Membership fees	\$765.00
Government grants	00.00
Interest from Banks and Investments	\$12.81
Sales -	00.00
Donations received	00.00
Other	00.00
Hall receipts	00.00
Miscellaneous	00.00
Total Receipts (include balance from previous year)	\$5,570.61

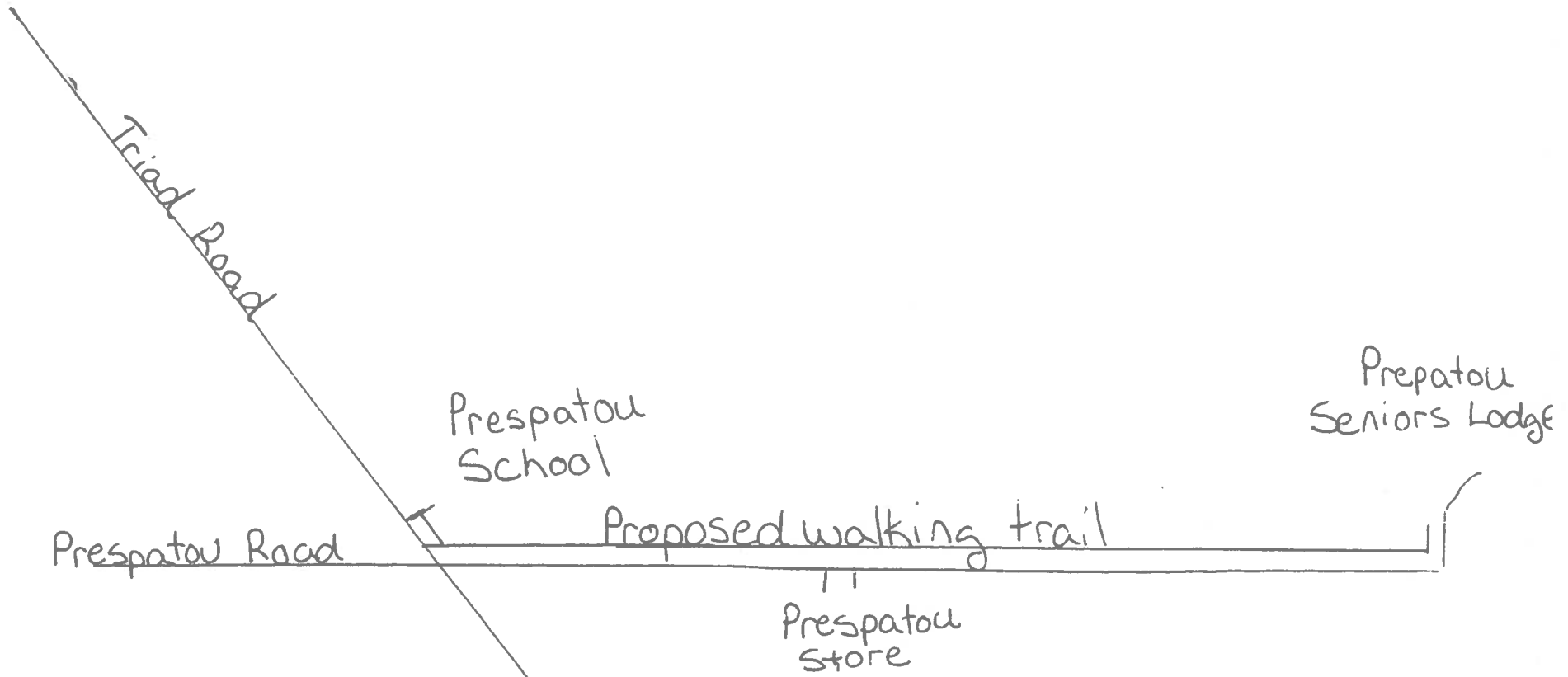
ASSETS	
Cash on hand and in bank (total receipts less total expenditures)	\$5,054.66
Investments	00.00
Inventory on hand	00.00
Properties and buildings value	00.00
Accounts receivable	00.00
Total Assets	\$5,054.66

EXPENDITURES	AMOUNT
Expenses for Directors and regular meetings	00.00
Officers' salaries	00.00
Postage and telephone	00.00
Hydro	00.00
Membership dues to other organizations	00.00
Building repairs and maintenance	00.00
Property taxes and insurance	00.00
Purchases -	515.95
Donations to:	00.00
Other	00.00
Bank and audit charges	00.00
Miscellaneous	00.00
Total Expenditures	\$515.95

LIABILITIES	
Accounts payable	00.00
Total Liabilities	\$00.00

Audited by (Name) _____ Signature _____
 Examined and found correct this _____ day of _____, 20 _____

February 17, 2016



February 17, 2016

January 19, 2016

Frieda Bueckert

Prespatou Parent Advisory Council

PO Box 240

Prespatou, BC. V0C 2S0

(250)630-2442

Dear Bryna Casey:

It is my pleasure to write a letter on behalf of Prespatou PAC, in support of the proposed walking trail in Prespatou, being submitted to the Peace River Regional District by the Prespatou Farmers Institute.

The Prespatou PAC fully supports the efforts of the Farmers Institute as they seek funds from PRRD to support the project of building a walking trail from the Prespatou School to the Seniors Complex. This trail would ensure a safer walk for students, seniors, families, pets, and all other community members. There is no walking trail now and that leaves the pedestrians walking in the ditch or on a very crowded road. The trail would give some students the opportunity to walk to school instead of driving. The proposed walking trail would give us a comfortable, healthy, and safe opportunity to walk.

Sincerely,

A handwritten signature in black ink that reads "Frieda Bueckert". The signature is written in a cursive style with a large, stylized 'F' and 'B'.

Frieda Bueckert

Secretary for Prespatou PAC

February 17, 2016

To Whom It May Concern

The Prespatou Farmers Institute is looking into getting a walking trail in Prespatou from the Prespatou School to the Seniors Complex. We as the Prespatou Independent Housing Society are also in favor of this trail as it would tie to our complex for the seniors to utilize. Please accept this letter as support for the trail undersigned by the directors of the Prespatou Independent Housing Society.



Dave Froese President



Frank Klassen Vice President



Bill Klassen Secretary



Ben Loewen Director



Ken Dyck Director

January 19, 2016

February 17, 2016

**Prespatou Farmers Institute letter of support for
the proposed Prespatou walking trail**

Attention: Bryna Casey

The Prespatou Farmers Institute is working on constructing a walking trail from the Prespatou School up to the Prespatou Seniors Lodge. All members of the Prespatou Farmers Institute are in support of this project.

To complete this project we (Presptou Farmers Institute) are asking for the support of the Peace River Regional District and the Ministry of Highways.

As directors of the Prespatou Farmers Institute we give full support towards this project.

Martin Loewen

250-261-6157

Secretary/Treasurer

Prespatou Farmers Institute

Box 322 Prespatou B.C

VOC 2T0

February 17, 2016



January 19, 2016

File: 32300-30/PRES

Bryna Casey
Parks and Rural Recreation Coordinator
Peace River Regional District
PO Box 810, 1981 Alaska Avenue
Dawson Creek, BC V1G 3H8
Bryna.Casey@prrd.bc.ca

Dear Ms. Casey

This letter is to confirm that the Prespatou Farmer's Institute is an institute incorporated and in good standing under the *Farmers and Womens Institutes Act* (RSBC 1996 Chapter 133). We have current annual reports and financial statements on file, which are requirements under the *Act*.

Farmers and Womens Institutes Act Regulation (B.C. Reg. 466/83) requires institutes to file reports with the Superintendent annually following their Annual General Meeting which coincides with their fiscal year end. The Prespatou Farmer's Institute fiscal year ends December 31, 2015. Therefore they will continue to be in good standing through this year unless they take steps to formally surrender their certificate of incorporation and the Superintendent dissolves the institute.

If I can be of further assistance please advise.

Sincerely,

Greg Tegart
Superintendent of Farmer's Institutes
Ministry of Agriculture

Cc Sue Gordon, Sue.gordon@gov.bc.ca

February 17, 2016

Ministry of Agriculture

Office of the
Superintendent of
Farmers' Institutes

Mailing Address:
Superintendent of Farmers' Institutes
Ministry of Agriculture
Box 9120, Stn Prov Gov
VICTORIA BC V8W 9B4
Phone: (250) 746-1210 Fax: (250) 746-1292

Web Address: <http://www.gov.bc.ca/agri/>
Email: Sue.Gordon@gov.bc.ca



PEACE RIVER REGIONAL DISTRICT

Recreation Trails Grants-in-Aid Schedule "D" – Application Checklist

Applicant Name: Prespatou Farmers Institute

Date: November 12, 2015

-to build a walking trail along Prespatou road, on MOTI right of way.

All application packages must include the following items.

- ☒ Completed Recreational Trails Grants-in-Aid application form.
- ☒ Resolution from the society(s) board of directors authorizing the project and application to the Regional District for funding.
- ☐ Project budget including sources of revenue (confirmed and pending), donations and expenses.
- ☐ Three (3) quotes for any items valued at over \$3,000. - only quote from MOTI
- ☒ Current and year-end financial statements.
- ☒ Map of the proposed project and route.
- ☐ Pictures of the proposed project and route.
- ☐ Confirmation of a Recreation and Trail Sites BC or BC Parks Agreement OR Council/Board resolution providing authorization for the project to proceed on local government lands.
- ☐ Two (2) letters of support from other organizations or groups supporting the project

↳ Prespatou PAC

↳ Prespatou Independent Housing Soc.

FOR REGIONAL DISTRICT USE ONLY:

Follow up: ~~Requires resolution from the society's Board of Directors authorizing project and application for funding.~~ • require BC Societies #

• Require sources of revenue

X • Requires quotes (if applicable)

✓ • Requires current and year-end financial statements

✓ • Requires map/images of proposed route

✓ • Requires letters of support

Comments/Considerations:

- Requires sources of revenue for project

- Requires project budget

- Requires defining requested amount from PRRD.

February 17, 2016

CSC Use Only

☐ Schedule C–Trails Annual Report

☐ BC Online check

☐ File a copy electronically in groups file

2016 Recreational Trails Grants-in-Aid

Organization Name	Proposed Project	Total Project Cost	Applicant Contribution	Maximum 75% of Total Project Cost	\$ Request	Maximun Recommended to Parks Committee	Amount Recommended to Board	Notes
Bear Mountain Nordic Ski Association	Year three of multi-year project: to seed trails, replace culverts, and improve widths and levels of side cuts.	\$ 62,500.00	\$ 24,500.00	\$ 46,875.00	\$ 37,500.00	\$ 37,500.00		Meets eligibility criteria
Whiskey Jack Nordic Ski Club	To build a 30x40 new storage shop to house upcoming purchase of trail groomer.	\$ 160,140.00	\$ 26,500.00	\$ 120,105.00	\$ 20,000.00	\$ 20,000.00		Meets eligibility criteria with the exception of lacking Parks Use Permit from BC Parks, to be provided June 2016.
Wolverine Nordic and Mountain Society	To create 6 tent pads, 1 outhouse, 3 bear caches to improve sustainability, safety, and overnight access for trail users.	\$ 13,414.00	\$ 4,150.00	\$ 10,060.50	\$ 9,426.83	\$ 9,426.83		Meets eligibility criteria
Prespatou Farmer's Institute	To fund the creation of the expanded portion of the Prespatou road from the Prespatou School to the Prespatou Senior's Complex	\$145,425.00	\$0.00	\$109,068.75	\$0.00	\$ -		Does not meet eligibility criteria
TOTAL		\$ 381,479.00	\$ 55,150.00	\$ 177,040.50	\$ 66,926.83	\$ 66,926.83	\$ -	
								Amounts determined on January 20, 2016 Total Fund \$ 75,000.00 Total Allocated \$ 66,926.83 Total Available \$ 8,073.17

February 17, 2016



Peace River Regional District REPORT

R-3

To: Regional Parks Committee

Date: February 11, 2016

From: Bryna Casey, Park & Rural Recreation Coordinator

Subject: **Halfmoon Lake Basin Lands Protected Area**

RECOMMENDATION(S):

THAT the Regional Parks Committee recommend to the Board of Directors to apply for a Notation of Interest (NoI) on the Crown Land surrounding Halfmoon Lake, and include the area in the West Peace Official Community Plan (WPOCP) as a supported park or recreation area.

BACKGROUND/RATIONALE:

Staff were directed to investigate the process for dedicating the Halfmoon Lake basin lands as a Park Reserve. Halfmoon Lake is located approximately 15km outside of Chetwynd, most easily accessed by taking the Jackfish Lake Road. Halfmoon Lake is adjacent to private property on the south and east corner of the lake and is otherwise surrounded by Crown Land. The lake is reported to be a nesting ground and habitat for swans and many other varieties of birds, beavers, and other wildlife.

Staff determined that there are three ways to move ahead with this project.

Option 1: Notation of Interest and Inclusion (NoI) in West Peace Official Community Plan (WPOCP)

Staff could apply for a NoI on the Crown Land (exact boundaries yet to be determined) adjacent to the lake. The lake could also be named in the WPOCP as a supported park or recreation area. The WPOCP is currently being developed. A NoI would indicate that the PRRD is interested in being consulted when applications are received on these parcels of Crown land. As well, NoIs are considered during the review of the *Land Act*. Should the PRRD have the NoI, and an application on the land is received, that will trigger contact with the PRRD and facilitates a conversation about the community's values and how they might be accommodated or potential negative impacts mitigated. There is no fee to apply for a NoI.

Though the above option would not specifically denote the area as a "Park Reserve", it would allow the Regional District to comment on potential development. This strategy has been implemented by the PRRD in the past. The PRRD holds a NoI at the Gundy Recreation Site, southeast of Pouce Coupe, as well, this site has been included in the South Peace Fringe Area OCP.

Option 2: Creation of the "Halfmoon Lake" Recreation Site or Trail

A proposal could be submitted to The Ministry of Forests, Lands and Natural Resource Operations to create either a BC Rec Site or Trail on adjacent Crown Land. To do so, staff would have to prepare and submit a proposal and, if approved, would be responsible for producing a maintenance program and for undertaking the maintenance required. The level of

Staff Initials:

B. Casey

Dept. Head:

J. Morgan

CAO:

Ch. Birk

Page 1 of 2

February 17, 2016

maintenance at a site or trail depends on the type of structures present, environmental conditions, and the amount of use. Proposals to develop a recreation site, trail or facility should include a plan or commitment to maintain the site, trail or facility, for the long term.

If the application were successful, the Regional District would likely need to develop a Contract for Maintenance, and contract out required maintenance work. Contracts for Maintenance could be worth \$4,000 to \$14,500 per year for the foreseeable future.

Option 3: Establish Classification System and Acquire Tenure to Crown Land

The Parks and Trails Master Plan recommends the establishment of a Regional Parks Classification system to better manage, develop, and maintain the regional parks and their specific uses. A recommended classification area is a “regional Conservation/Protection area.” Staff could look to implement the recommendation and classify the regional parks accordingly. Once the classification system is in place, the PRRD could look to acquire tenure to the Crown Land surrounding the majority of the Lake, designate the land as “regional Conservation/Protection area,” and manage it using the classification guidelines. The primary use for this classification is to protect sensitive ecosystems and allows only minimal-impact recreation activities and would require very basic facilities.

Land acquisition was not recommended in the Parks and Trails Master Plan, and instead it recommended that it is necessary to complete improvements to the current regional parks. Should this option be chosen, a Contract for Maintenance would be developed and tendered for maintenance work that would be required. Contracts for Maintenance could be worth \$4,000 to \$14,500 per year for the foreseeable future, depending on the level of services provided.

STRATEGIC PLAN RELEVANCE:

This report supports Strategic Objective 1.6.1 stating that the PRRD shall “implement the 10 Year – Regional Parks and Trails Master Plan (approved in 2014).”

FINANCIAL CONSIDERATION(S):

Depending on which option is chosen, financial burden to the Regional District could be between \$0 and \$14,500 annually.

COMMUNICATIONS CONSIDERATION(S):

Should land be acquired in this process, the 2014 Regional Parks and Trails Master Plan recommends that a “Regional Parks Acquisition” policy be developed, with a public consultation component.

OTHER CONSIDERATION(S):

If land tenure is desired, the Master Plan recommends that the Board strongly consider choosing a site that would ensure an equitable distribution of regional park assets for the residents of the Regional District.



Peace River Regional District REPORT

R-4

To: Regional Parks Committee

Date: February 11, 2016

From: Trish Morgan, General Manager of Community & Electoral Area Services

Subject: Charlie Lake Boat Launch option to provide grant to the City of Fort St John

RECOMMENDATION(S):

That the Regional Parks Committee recommend to the Regional Board that a grant of up to a 25% of the total cost of the project to a maximum of \$75,000 to repair the Charlie Lake boat launch by the City of Fort St John be considered for inclusion into the 2016 Annual Financial Plan to be requisitioned through the Regional Parks function.

BACKGROUND/RATIONALE:

On January 14, 2016 a staff delegation from the City of Fort St John made a presentation to the Regional Board on the issues associated with the Charlie Lake boat launch and made a request for funding assistance. No dollar amount was identified in their request.

The Board resolved the following:

That the request from the City of Fort St John for funding to assist in the replacement of the Charlie Lake boat launch ramp be forwarded to the Regional Parks Committee; and further, that a report from that Committee be provided to the Board at its February 23, 2016 Committee of the Whole meeting.

The Charlie Lake boat launch is located directly on the dam owned and operated by the City of Fort St John on Charlie Lake. The dam was constructed to maintain and elevate the water level in Charlie Lake in order to provide a secure water source for the City's municipal water supply. Charlie Lake is no longer Fort St John's main water source, however, they continue to maintain the dam and associated infrastructure (i.e., pump station, water lines).

From information provided by the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO), it appears that the boat launch was installed on the dam quite a few years after the construction of the dam (approximately 1981). The actual date of construction of the launch is unknown because in error Fort St John did not apply for the appropriate tenure from the Province – something that MFLNRO is looking to assist with City with rectifying. The associated dock is also owned and maintained by the City – tenure is in place for the dock.

Charlie Lake is one of the most well utilized recreational lakes in the region. Boat launches also exist at Charlie Lake Provincial Park, Beatton Provincial Park and Montney Centennial Regional Park (dirt only).

The total cost of the project is estimated to be \$300,000 which includes engineering and landscaping costs. Please see the attached report from Urban Systems which identifies the works to be \$220,000 (excluding engineering and landscaping).

Staff Initials:

Dept. Head: *T. Morgan*

CAO:

Ch. Birk

Page 1 of 2

February 17, 2016

STRATEGIC PLAN RELEVANCE:

Strategic Objective 1.6.1: The PRRD shall “implement the 10 Year – Regional Parks and Trails Master Plan (approved in 2014).

FINANCIAL CONSIDERATION(S):

If accepted by the Regional Parks Committee, the proposed operational and capital budget to move forward with projects related only to PRRD regional parks will maintain the same tax rate in 2016 as 2015 (\$0.014/\$1,000 on improvements only) on a region wide basis.

The option to provide a \$75,000 or \$150,000 grant contribution to the City of Fort St John is as follows:

Regional Parks Budget 2016 Scenarios

	Option 1	Option 2	Option 3
PRRD Operations & Capital	\$ 545,123	\$ 545,123	\$ 545,123
Charlie Lake Boat Launch	\$ -	\$ 75,000	\$ 150,000
Estimated 2016 Tax Rate	\$ 0.014	\$ 0.018	\$ 0.021
2015 Tax Rate	\$ 0.014	\$ 0.014	\$ 0.014

**Cost based on
Improvements Only**

\$150,000	\$ 2.10	\$ 2.70	\$ 3.15
\$300,000	\$ 4.20	\$ 5.40	\$ 6.30
\$450,000	\$ 6.30	\$ 8.10	\$ 9.45

In order for the tax rate to remain similar in 2016 to that of 2015, it is recommended that a grant be provided to a maximum of \$75,000.

COMMUNICATIONS CONSIDERATION(S): none at this time

OTHER CONSIDERATION(S):

Please see the attached report from Urban Systems.

November 06, 2015

File: 1958.0384.01

City of Fort St. John
10631 100 Street
Fort St. John, B.C., V1J 3Z5

Attention: Craig Stanley, Director of Facilities and Grounds

RE: CHARLIE LAKE BOAT LAUNCH – PRELIMINARY DESIGN SUMMARY

The purpose of this letter is to summarize the results of our preliminary design for the replacement of the City's existing Charlie Lake boat launch ramp on the southwest edge of Charlie Lake.

The work completed to date includes:

- Reviewing the boat launch location, ground slope, bank materials, site visit, and measurements;
- Reviewing applicable standards;
- Meeting Nilex representatives on site on October 8, 2015 to review the proposed work, discuss installation methodologies, and design considerations;
- Obtaining material quotes;
- Client design review meetings;
- Preparing preliminary drawings to be used with the environmental permitting work; and,
- Preparing construction cost estimates.

We did not proceed with any survey or geotechnical work during this phase.

The basis of the design utilizes a flexible concrete mattress linked together by steel cables. This structure provides a firm surface that has flexibility to react to changing subgrade conditions and has previously been used in boat launch applications at other locations. Its design enables the structure to be placed into water surfaces using a crane without the need to pour concrete in water.

We proceeded with our preliminary design using an ArmorFlex product but acknowledged on the drawings that the product is open to an approved alternative. During the tendering process is when a contractor has an opportunity to propose an alternative product.

Although we do not have recent or comparable projects to accurately determine the costs, based on the Class C cost estimate that corresponds to the materials and methodologies selected (attached), we estimate the total project construction cost, including engineering and environmental monitoring, to be \$220,000.00 and anticipate this project to come in under the City's budget. The environmental monitoring requirements will be determined as a result of the environmental permits.

If no further revisions are required, we will proceed with the environmental permitting using the attached preliminary drawings.

February 17, 2016

Attention: Craig Stanley, Director of Facilities and Grounds
File: 1958.0384.01
Date: November 06, 2015
Page: 2 of 2



Sincerely,

URBAN SYSTEMS LTD.

A handwritten signature in black ink, appearing to read "Chad Carlstrom".

Chad Carlstrom, P.Eng.

/cc

U:\Projects_FS\1958\0384\01\C-Correspondence\C1-Client\2015-11-06 Charlie Lake Boat Launch - Preliminary Design Summary.docx

February 17, 2016

urbansystems.ca

**City of Fort St. John
PRELIMINARY ESTIMATE**

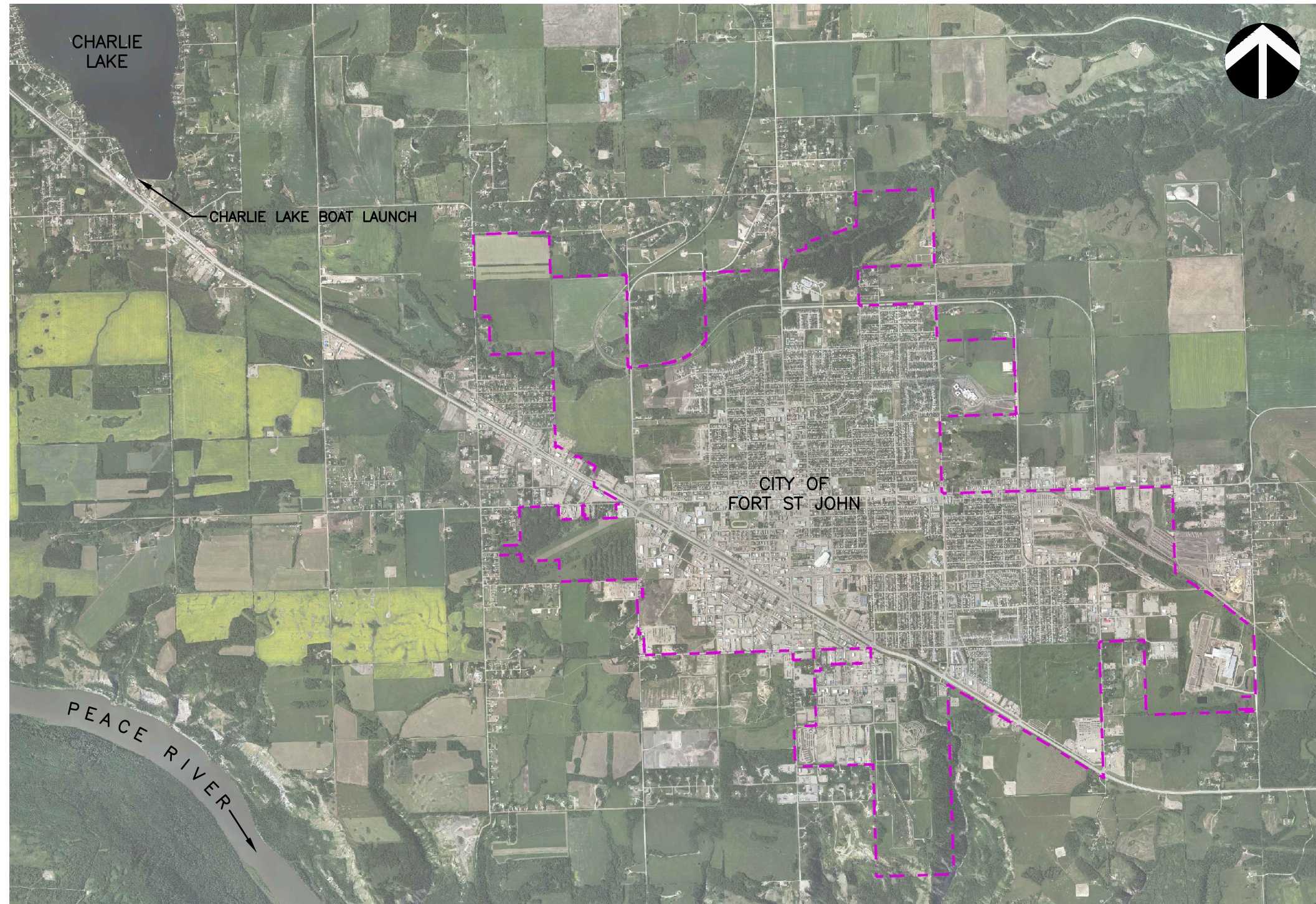
Charlie Lake Boat Launch Preliminary Design				
COST ESTIMATE	<i>unit</i>	<i>unit rate</i>	<i>estimated quantity</i>	<i>Total Cost</i>
<i>Allowances</i>				
Environmental requirements	ls	\$15,000.00	1	\$15,000.00
Mobilization/Demobilization	ls	\$12,000.00	1	\$12,000.00
Spreader bar rental and shipment	ls	\$5,000.00	1	\$5,000.00
<i>Removals</i>				
Remove existing concrete ramp	ls	\$3,000.00	1	\$3,000.00
<i>Installation</i>				
Common Excavation (depth 150 mm)	m ³	\$36.00	40	\$1,440.00
Base Gravel (150mm)	m ²	\$20.00	274	\$5,480.00
Geotextile Filter Fabric	m ²	\$5.00	274	\$1,370.00
ArmorFlex Supply	m ²	\$208.00	274	\$56,992.00
ArmorFlex Installation	ls	\$30,000.00	1	\$30,000.00
Base Gravel - Levelling course and void filling	tonne	\$56.00	40	\$2,240.00
Riprap (.350 m depth)	m ²	\$100.00	57	\$5,700.00
Concrete/Grout	m ³	\$350.00	7	\$2,450.00
<i>Restoration</i>				
Reinstate Precast Concrete Barriers	ea	\$200.00	4	\$800.00
		SUBTOTAL		\$141,472.00
		Contingency Allowance	20%	\$28,294.00
		Engineering and Environmental Monitoring	25%	\$35,368.00
		SUBTOTAL		\$205,134.00
		Tax	5%	\$10,256.70
TOTAL				\$220,000.00

February 17, 2016



Charlie Lake Boat Launch

ISSUED FOR
INFORMATION
NOVEMBER 6, 2015
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List of Drawings

- Fig 1 - Site Plan
- Fig 2 - Plan and Profile
- Fig 3 - Details



February 17, 2016

CHARLIE LAKE

LAKESHORE DRIVE

EXISTING CONCRETE PAD

REINSTALL EXISTING CENTRE CONCRETE BARRIERS

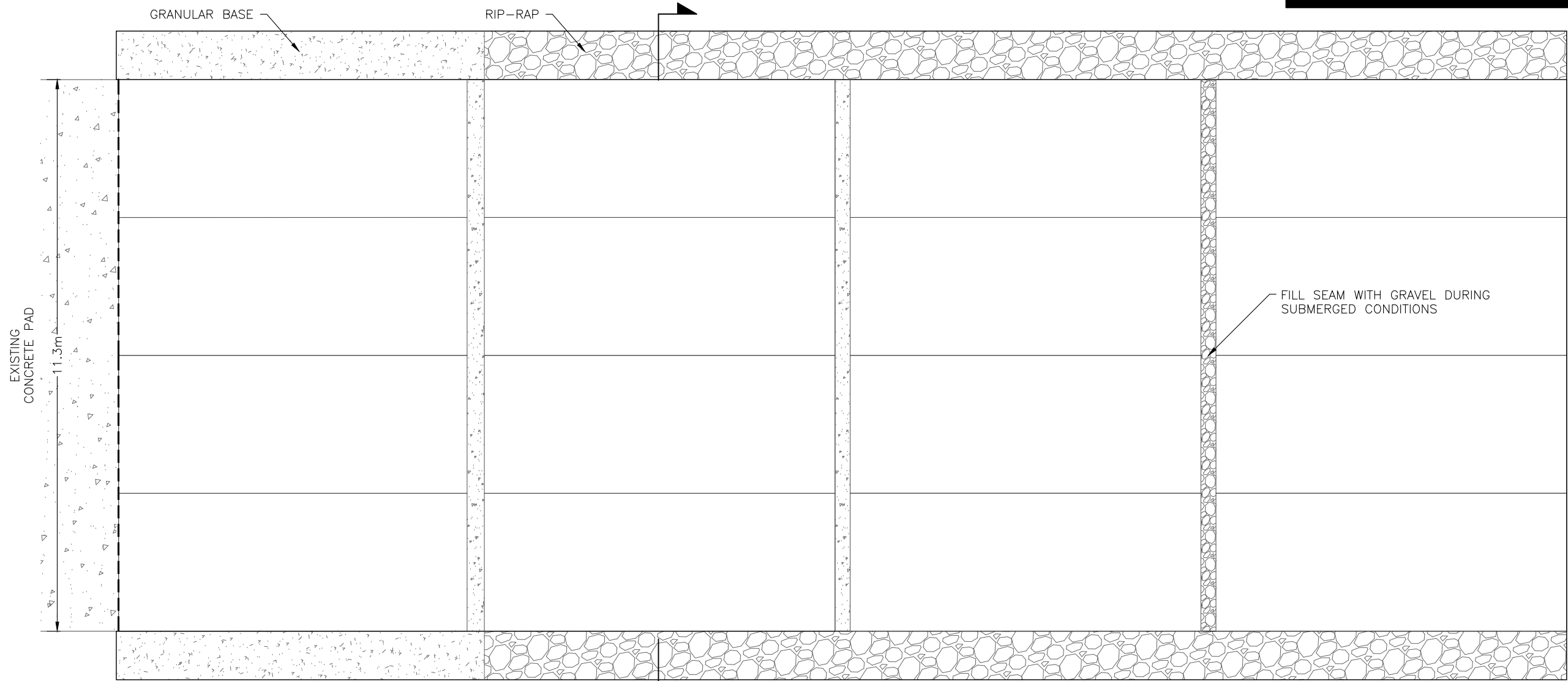
REMOVE EXISTING BOAT RAMP
REPLACE WITH PRE-FABRICATED CONCRETE BOAT RAMP

11.3

7.0

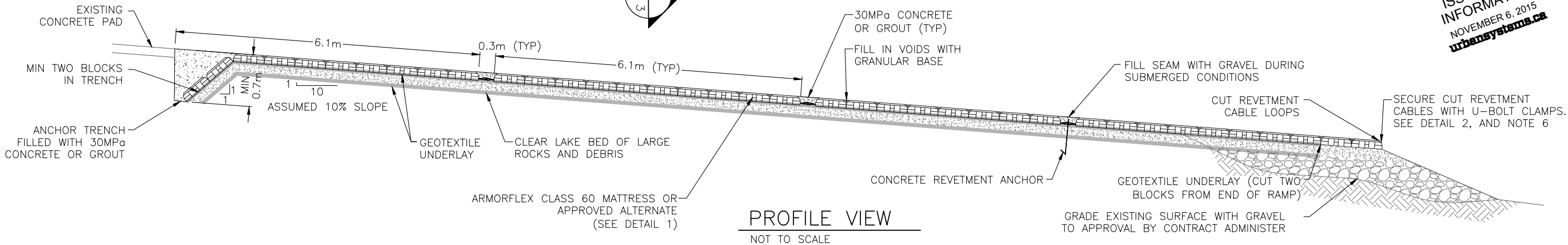
ISSUED FOR
INFORMATION
NOVEMBER 6, 2015
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PLAN VIEW

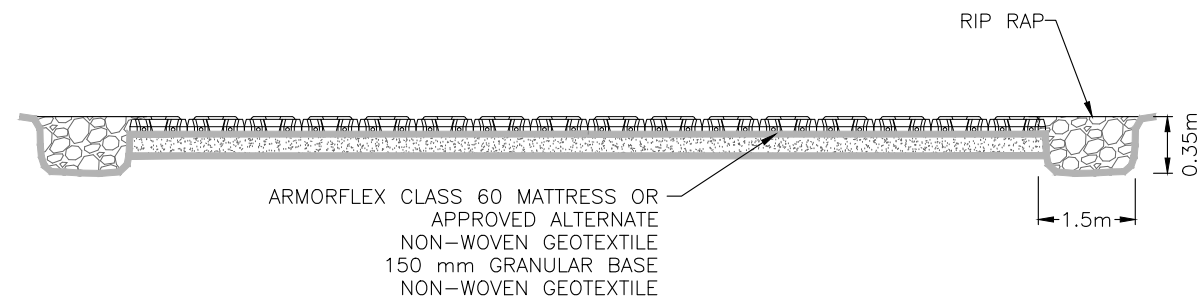
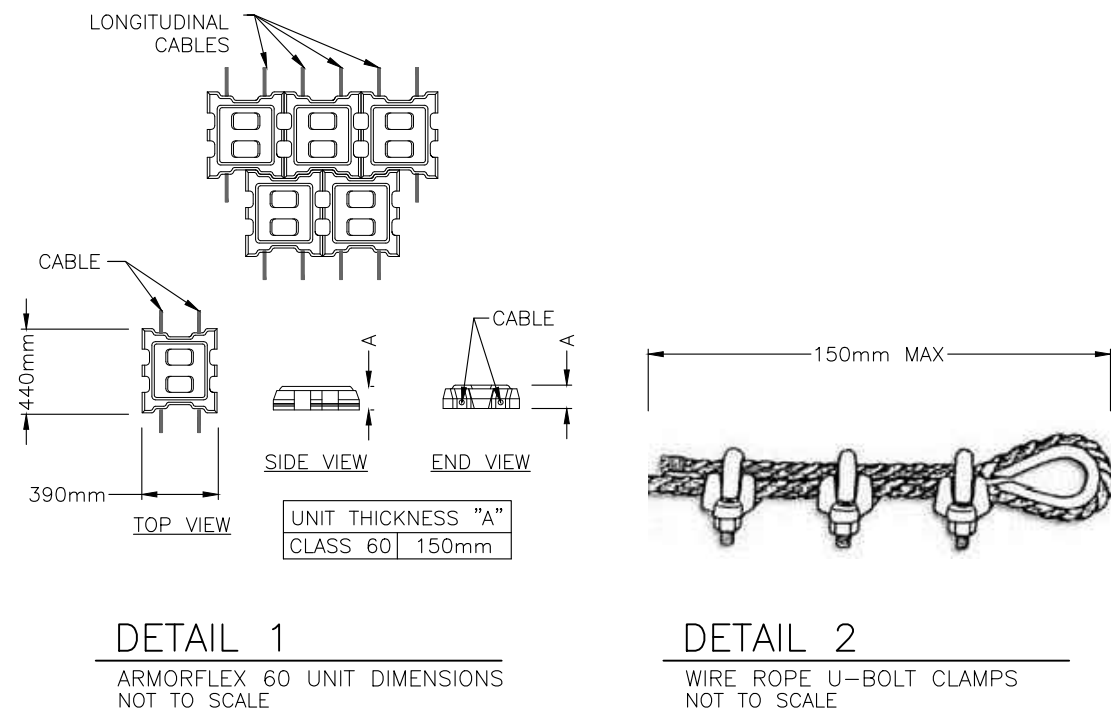
NOT TO SCALE



PROFILE VIEW

NOT TO SCALE

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A
FIG 2
RAMP CROSS SECTION
NOT TO SCALE

MATTRESS TOTALS:

CLASS 60 MATS	17.08 sq.m
sq.m. TOTAL	273.28 sq.m

NOTES:

1. ALL MAT SIZES ARE 2.8mx6.1m.
2. TOE ANCHORS AND SLOPE FACTORS HAVE BEEN ADDED TO LENGTHS OF ALL MATS.
3. GRANULAR BASE: FREE DRAINING, CLEAN ANGULAR GRAVEL. NO FINES. 13mm-40mm COMPACTED TO 98% SPMD ABOVE WATER.
4. RIP-RAP: CLASS 10kg, D₅₀ = 175mm
5. GEOTEXTILE: TYPE AMOCO 4553 OR APPROVED ALTERNATE.
6. SECURE CUT-OFF REVETMENT CABLES WITH WIRE ROPE U-BOLT CLAMPS FOR 3/16 INCH WIRE ROPE. GREGGS DISTRIBUTION PART WCG313, 77031, OR APPROVED ALTERNATE.

ISSUED FOR
INFORMATION
NOVEMBER 6, 2015
urbansystems.ca



Peace River Regional District REPORT

To: Regional Parks Committee

Date: February 11, 2016

From: Bryna Casey, Parks and Rural Recreation Coordinator

Subject: Staff vs. Contracted Worker for Regional Parks Maintenance

RECOMMENDATION:

THAT the Regional Parks Committee chooses to continue to use Contracts for Services to upkeep the five regional parks. Furthermore, that the contracts be reviewed and amended to address safety concerns and that minor changes are made to the scope of work and reporting requirements therein.

BACKGROUND/RATIONALE:

Staff were directed to analyze the benefits and challenges of hiring a seasonal staff person to maintain the regional parks versus continuing to provide this service through contracted services. Public concerns have arisen regarding safety at two of the parks. Currently, park maintenance work is divided between Contractors, under Contracts for Services, and PRRD staff.

PRRD staff are responsible for:

- Provision, installation, and maintenance of outbuildings, fire rings, garbage cans, recycling bins, regulatory signage, and for any recreational equipment (playgrounds, horse shoe pits) on site
- Coordination of any projects concerning strategic park improvements or user safety (road work, danger tree removal)
- Coordinating with Contractors for any work that needs to be completed, outside of Contractor's scope of work, as required (e.g., repair of damages caused by vandalism, removal of invasive plant species, painting over graffiti)
- Conducting visits of each parks and preparing a work plan, and completing "Monthly Parks Reports"

Contractors are responsible for:

- Cleaning up litter in the park and disposing of it responsibly in a timely manner
- Maintaining all toilets to an acceptable standard and the provision of necessary supplies (toilet paper, hand sanitizer, cleaning supplies, chemical treatment)
- Cutting grass, as needed, in defined locations (varies from park to park)
- Inspecting playground area (where applicable) for hazards
- Manually controlling weeds as needed and appropriate and reporting invasive species to the PRRD for control
- Reporting emergency situations, potential criminal activities, vandalism or damage to equipment or infrastructure, and of any park users that are in violation of park use regulation or by-law infraction, and when the toilets require pumping
- Collecting and returning bottles/cans from the recycling bins once per week
- Completing and sending a "Weekly Park Status Report" on a weekly or bi-weekly schedule (per contract, frequency of minimum visitation specific to each Park)

Dept. Mgr: *J. Morgan*

February 17, 2016

CAO: *Ch. Birk*

Contracts for the 4 seasonal parks (Blackfoot, Minaker River, Montney Centennial, and Spencer Tuck) are in effect from mid-May to mid-September each year. Sundance Lake requires year-round service and maintenance. Contracts are generally written such that they are year to year with the option to extend for a total of 3 years at a time.

When staff investigated, it was determined that there are three options to provide maintenance service to the parks.

Option 1: Status Quo with Increased Monitoring

The parks could continue to operate at status quo with minor changes to the current Contracts reporting requirements. This option would not require the re-tendering of Contracts. Staff recommend that weekly (or bi-weekly) reporting forms be updated to include;

- Monitoring and reporting park use (number of camping units, number of recreational users at a given time), and to
- The creation an inventory of park amenities to be checked to guarantee timely replacement or maintenance, if damaged.

Additional reporting of park usage would help in future planning decisions by PRRD staff and directors. As well, it would be beneficial to have the Parks and Rural Recreation Coordinator make monthly trips in the summer of 2016 to each of the Parks to ensure compliance with the Contracts for Services by the current contractors, to evaluate the effectiveness of the current system and to appraise whether parks are being maintained to a standard level.

The total contract amounts for the 5 Regional Parks for 2015 was \$53,344.35. \$57,500 has been budgeted for 2016. – an 8% increase.

Option 2: Increased Scope of Work for Current Contractors

Staff contacted the Columbia-Shuswap Regional District, Regional District of Central Okanagan, Regional District of Fraser-Fort George, and BC Parks and found that each of them use Contractors for park maintenance, and that many of these Regional Districts have a more exhaustive scope of work outlined in their Contracts for Services.

Should the Committee choose to recommend this option, contracts for services would have to be examined and re-written by staff to include new duties and reporting, to include increased frequency of visits (where applicable) and then tendered to the general public if the current contractors aren't agreeable to the change in scope. The fee of the Contracts for Services could increase with the increased scope of work. Blackfoot Park, in specific is likely to increase, where staff recommend an increase in mandatory number of visits per week to address safety concerns. Contractors at Blackfoot Park could reasonably ask for a 50% increase of their compensation due to more required visits in a week, taking the contract amount from \$4,858 to \$7,287. This option would see staff re-evaluate each Contract with a focus on standardization to ensure a consistent level of service and standards across all parks.

The following duties could be added;

- Increased monitoring and reporting of park use (number of camping units, number of recreational users at a given time)
- The creation of an inventory of park amenities to be checked to guarantee timely replacement or maintenance, if damaged

February 17, 2016

- Clean picnic tables
- Report on nuisance pests (e.g., wasps, ants)
- Trim any overhanging branches
- Remove graffiti
- Make minor repairs and touch ups to paint (as required)
- Increased visitation (Blackfoot Park)

In addition, it is recommended that all Contractors should go through mandatory invasive plant species training to identify and report invasive plant species on their weekly or bi-weekly site visits.

Should the Parks Committee choose to pursue this option, staff would look to budget an additional \$2,429 to the Blackfoot Park contractor fee, bringing the total contractor budgeted amount for 2016 to \$59,929 – a 12% increase from 2015.

Option 3: Seasonal Staff Person

The Parks Committee could recommend to hire a staff person for the season, (May 1-September 30) who would be responsible for the weekly maintenance of all 5 parks. The Regional District would need to supply a potential leased vehicle, an equipment trailer, small equipment needed, and a scope of employment that contains all duties that were previously carried out by the contracted workers (above). Challenges for using a staff person to take care of all the parks in the area include; a very large geographic area where 1 staff person would be travelling many hours a day; needing to purchase the equipment that would be required (chain saws, lawn mowers, etc.), safety considerations to have a lone individual dealing with problem animals and park users in violation of regulations. This staff person would be trained by the PRRD.

A proposed budget for 2016, laid out in the parks and Trails Master Plan, shows a \$40,000 budget for a seasonal parks worker. Staff worker may have to be compensated for overtime hours, especially if travelling between parks daily. The below are approximate values.

- Wages & expenses for 5 months = \$30,500
- Vehicle Lease = \$50,000
- Trailer Lease = \$20,000
- Lawnmower = \$2,500
- Misc. Equipment = \$1,000

This option is not the most cost effective option, but would allow the PRRD to have more control over park maintenance.

STRATEGIC PLAN RELEVANCE:

In the 2015-2018 Strategic Plan, Strategic Objective 1.6.1 is to “Implement the Regional Parks and Trails Master Plan (approved in 2014).”

FINANCIAL CONSIDERATION(S):

The Parks Contracts for Services are costing the Regional District \$53,344.35 per year for the 5 Parks, should the Committee choose to augment the current contract with more duties or hire a full time attendant, the costs would go up to at least \$59,929 or \$104,000 respectively.

COMMUNICATIONS CONSIDERATION(S):

Should the Parks Committee choose Option 1 or 2, staff see no reason for public consultation. If Option 3 is chosen, a job posting would have to be developed and distributed in spring 2016.

OTHER CONSIDERATION(S):

As per the Master Plan, over the next year staff will also investigate the option of piloting a park attendant at Blackfoot Park in 2017 or 2018 to help address some of the issues arising from misuse of the park.

Appendix A - Current scope of work for a 4 month contract, contracts vary park to park.

Appendix B – Current monitoring schedule for weekly or bi-weekly completion by Contractors.